NFC
Procedures

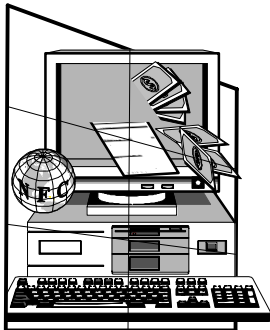**National Finance Center**
Office of the Chief Financial Officer
U.S. Department of Agriculture

November 2007

Reporting Center

PC Products

Optical Storage

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NFC
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National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

User Documentation
For Systems
And Processes

PC Products

TITLE I

CHAPTER 29

Reporting Center

IMPORTANT INFORMATION !

NFC provides a hardcopy of this procedure version only upon customer request.

For information about this publication, please contact the Publications And Communications Branch (PCB). Instructions for contacting PCB and other support sources are provided in the **About This Procedure** section of this publication.

Table Of Contents

About This Procedure

This procedure provides instructions for accessing and operating the Reporting Center. The following information will help you use the procedure more effectively and locate further assistance if needed.

How The Procedure Is Organized

The major sections of this procedure are described below:

Overview presents an overview of The Reporting Center, including security access information and instructions for accessing the system. It also provides basic operational information including how to get help using The Reporting Center.

Field Instructions For Reporting Center contains instructions for completing the fields on reports.

Running Administrative Reports provides explanations and instructions of all reports on the Administrative Reports menu.

Running Financial Reports provides explanations and instructions of all reports on the Financial Reports menu.

Running Personnel Reports provides explanations and instructions of all reports on the Personnel Reports menu.

Running Workforce Reports provides explanations and instructions of all reports on the Workforce Reports menu.

Heading Index provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.

To keep you informed about new or changed information related to this system, NFC issues short publications called bulletins. This procedure and all related bulletins are listed in the NFC Publications Catalog available online from the NFC Web site (http://www.nfc.usda.gov) home page. Users can choose to view and/or print bulletins from the list provided in the Publications Catalog.

What Conventions Are Used

This procedure uses the following visual aids to identify certain kinds of information:

Convention	Example
Important extra information is identified by a note, warning, caution, or reminder icon in the left margin.	**Note:** If you only have access to one agency, organizational information will be completed for you.
Figure references link figures with the text. These references are printed in bold sans serif font.	On the Select A Report Menu (**Figure 8**), select the applicable report.
References to headings in the procedure are printed in the same font as figure references. **Note:** When a heading is referenced in the procedure, you can use the Heading Index to locate the page number.	Complete the fields as indicated under **My Reports Pop-up Field Instructions**.
References to command buttons or keyboard keys are printed in bold and enclosed in brackets.	Click **[Done]**.
Field names are printed in the margin.	**User Id**　　　Type your Reporting Center Id.

Who To Contact For Help

For questions about the system (including help with unusual conditions), contact the Payroll/Personnel Call Center at **504–255–4630.**

For access to the Reporting Center, contact your agency NFC security officer.

Overview

This section presents the following topics:

About The Reporting Center

The Reporting Center is a Web-based application designed, developed, and maintained by the National Finance Center (NFC) for personal computers (PCs) running on a Microsoft Internet Explorer Browser of 5.5 SP2 (or higher) or a Netscape Navigator Browser of 6.2 (or higher) with JavaScript enabled. The Reporting Center is an interactive Web site that enables agencies to produce predefined and customized reports. The Reporting Center is accessed from the Application Launchpad on the NFC Home page. These reports can be viewed online, printed, saved to a folder, and/or displayed in a graphical format.

The Reporting Center is available for use by the following individuals:

- Managers

- Personnel specialists

- Other employees of NFC-serviced agencies

The following types of reports are available on the Reporting Center:

- Administrative

- Financial

- Personnel Action

- Workforce

Related Systems

Listed below are systems from which data is obtained for Reporting Center reports.

Central Accounting System (CAS). CAS is an accounting system that produces financial management reports required of Treasury, the Office of Management and Budget (OMB), the General Services Administration (GSA), and other agencies.

Employee Reporting System (EMPR). EMPR maintains master files on employment data.

Federal Agency Centralized Trial Balance System II (FACTS II). The FACTS II database contains budgetary information used for Budget Execution and Budgetary Resources and Year-End Closing Statements.

Federal Financial System (FFIS). FFIS is a fully integrated financial package that is designed to meet stringent budget and funds control needs, as well as, complex multi-fund accounting and reporting needs. FFIS integrates a wide range of accounting-related functions to support a comprehensive financial system including:

- Budget and Funds Control;

- Cost Allocation;

- Project Cost Accounting;

- Spending; and

- Accounts Receivable

Intragovernmental Payment And Collection System (IPAC). IPAC is used to obligate funds for transactions between government agencies.

Information Research/Inquiry System (IRIS). IRIS provides access to at least one calendar year of current and five calendar years of historical payroll/personnel data and certain payroll document history.

Miscellaneous Payments System (MISC). MISC is used to process a variety of payments and transactions. MISC supports a variety of payments and adjustments through the use of Forms AD−757, Miscellaneous Payments System, and Form AD−742, Transfer And Adjustment Voucher. These forms permit authorized agencies to record disbursement and adjustment transactions within and between agencies directly to accounting records maintained at NFC.

Online Payment And Collection System Intragovernmental Transactions (OPAC). OPAC is used to obligate funds for transactions between government agencies.

Payroll Processing System (PAYE). PAYE computes the employee's gross pay, makes applicable deductions, applies adjustments (corrected T&As and/or personnel documents) from the Adjustment Processing System, develops the net amount due, and prepares data for the issuance of a salary payment by Treasury. PAYE updates the database to reflect salary payments as well as the employee's leave. PAYE also prepares an earnings statement for all paid employees each pay period, reflecting the current payment, plus year-to-date information on earnings, deductions, leave, bonds, adjustments, retirement, etc. Reports that are updated biweekly are updated on the Monday following the weekend that PAYE is run.

Planning And Tracking System (PATS). PATS is a Mainframe system used to track/monitor all system-related projects initiated by the payroll/personnel community.

Purchase Order System (PRCH). PRCH provides a complete purchase order system used for the purchase of goods and services from commercial or governmental suppliers. PRCH processes obligations, accruals, and vendor payments for all transactions submitted via Form AD−838, Purchase Order. PRCH produces disbursement, accounting, and reporting records and internal journal vouchers. Different codes enable PRCH to pay and account for transactions based on a predetermined method of payment (e.g., scheduled payments, advance payments, or partial payments).

Travel System (TRVL). TRVL is used to process travel authorizations, travel advances, and travel vouchers for temporary duty and relocation. Documents may be entered into TRVL in three ways: (1) by submitting hardcopy forms, (2) through Travel Online Data Entry, and (3) through the PC Travel System.

Responsibilities

Listed below are the responsibilities of the primary organizations involved in processing and system maintenance.

The Agency:

- Assigns profiles to employee(s).

- Submits access (and access termination) requests for user(s).

The National Finance Center:

- Provides security to prevent unauthorized personnel from accessing the Reporting Center.

- Provides agencies the capability to view and modify transmitted transactions.

- Maintains suspense transactions in the database until they have been corrected or deleted.

- Applies all successfully processed transactions to the database.

- Provides help text and procedures for users.

User:

- Never leaves Reporting Center session unattended.

- Does not use the Auto Complete for Id's and passwords.

- Does not give password to anyone.

- Changes password if there is any suspicion that it has been compromised.

- Clears history after each session, when using a shared PC.

- Exits the NFC Home page before going on to other sites.

Access And Security

Security is designed to prevent the unauthorized use of systems and databases. For security information, including user identification numbers (user ID's), passwords, and obtaining access to a specific system, see the Security Access procedure (Title VI, Chapter 1, Section 1).

For more information, see:

Requesting Access To The Reporting Center
Hardware Requirements

Requesting Access To The Reporting Center

To access the Reporting Center, you must:

- Use a personal computer and a secured telecommunications link to NFC.

- Have authorized security clearance.

For information about connecting and disconnecting from your telecommunications network, see the instructions that are provided with your specific network.

Individuals must request access through their agency's NFC security officer. The request should provide the following information:

- User name

- User social security number (ssn)

- User ID

- User email address

- Agency name

- User access level requested. The requester must state whether or not the user requires access to sensitive data (data contained in the IRIS 300 level screens) and/or detail data.

- Security Officer or User Acceptance Tester. If the user is either a security officer or a user acceptance tester, this must be stated on the request.

- Telephone number

- Application name (The Reporting Center, including the reports and organizations needed. If the user requires access to Administrative Reports, these reports must be listed individually due to the nature of the data.)

The access level requested should be based on the individual's assigned work requirements and job functions.

Hardware Requirements

You will need the following equipment to run the Reporting Center:

- Access to the Internet with a Microsoft Internet Explorer Browser of 5.5 SP2 (or higher) or a Netscape Navigator Browser of 6.2 (or higher) with JavaScript enabled.

- Access to the Reporting Center.

- A PC with Internet capabilites.

- Printer capable of printing Web pages.

Getting Started In The Reporting Center

This section presents the following topics:

Learning About The Reporting Center

Starting The Reporting Center

Reporting Center Command Buttons

Using The eAuthentication Login (For United States Department Of Agriculture (USDA) Employees Only)

Changing Your Password

Using The How Do I Pop-ups

Using The Description Pop-ups

Exiting The Reporting Center

Select A Report Menu

Learning About The Reporting Center

To use the Reporting Center, you must have some knowledge of Microsoft Windows. Use your Windows user guide for help with navigating in a Windows environment. Also, online help is available to assist you in learning about processing Reporting Center requests.

For more information, see **Online Help**.

Online Help

The online help feature is available as a reference tool when you are requesting data in the Reporting Center. To use online help, select **Help** at any window.

Starting The Reporting Center

To start the Reporting Center:

1. Log on to the Internet.

2. Connect to the NFC Home Page at *www.nfc.usda.gov*.

3. On the Application Launchpad on the NFC Home Page, select the Reporting Center icon. A Warning Message appears (**Figure 1**).

Figure 1. Warning Message

4. After reading, agreeing to, and accepting the Warning Message (**Figure 1**), click **[OK]**. The Reporting Center Main Menu (**Figure 2**) is displayed.

Figure 2. Reporting Center Main Menu

5. To view a list of reports available under each category and a description of each report, click the down arrow on the Report Descriptions drop-down. This list will display all available reports. Once you login to the Reporting Center, you will only be able to see a list of those reports available to you based on your security access.

6. On the Reporting Center Main Menu, complete the fields as indicated under **Reporting Center Main Menu Field Instructions**.

7. After completing the User Id and Password fields, click **[Login]** to Login to the Reporting Center. If you do not have a user id and password, you must have your agency NFC Security Officer submit a Security Access Request requesting access to

the Reporting Center. For more information on obtaining a user id and password, see **Requesting Access To The Reporting Center**.

8. After logging in, you can perform any of the following options:

Change Your Password

Using The eAuthentication Login (For United States Department Of Agriculture (USDA) Employees Only)

Use The Description Pop-ups

Use The How Do I Pop-ups

Change Your Password

You can change your password at any time, but not more than once a day. You will also need to change your password when it expires.

To change your password:

1. On the Reporting Center Main Menu (**Figure 2**), check the Change Password box.

2. Click **[Login]**. The Change Your Password pop-up (**Figure 3**) appears.

Change Your Password

Enter New Password [ ]
Confirm New Password [ ]

Submit

Figure 3. Change Your Password pop-up

3. Complete the fields on the Change Your Password pop-up (**Figure 3**) as indicated under **Change Your Password Pop-up Field Instructions**.

4. Click **[Submit]** to save the change. A Confirmation pop-up (**Figure 4**) appears.

Microsoft Internet Explorer [X]

⚠ Your Password has been changed

OK

Figure 4. Confirmation pop-up
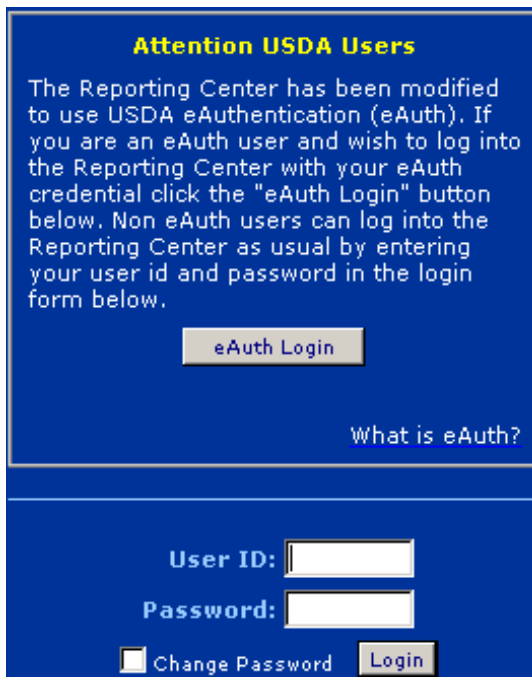
5. Click **[OK]** to exit the Confirmation pop-up (**Figure 4**). The Select A Report menu (**Figure 8**) is displayed.

Using The eAuthentication Login (For United States Department Of Agriculture (USDA) Employees Only)

USDA employees have the option of logging on to the Reporting Center using an eAuthentication user Id.

To log on to the Reporting Center using ab eAuthentication user Id (for USDA employees only):

1. Connect to the NFC Home Page at *www.nfc.usda.gov*.

2. On the Application Launchpad on the NFC Home Page, select the Reporting Center icon. A Warning Message appears (**Figure 1**).

3. After reading, agreeing to, and accepting the Warning Message (**Figure 1**), click **[OK]**. The eAuth Login (**Figure 5**) is displayed.

Figure 5. eAuth Login

4. Click **[eAuth Login]**. The USDA Web site is displayed.

Use The Description Pop-ups

The Report Descriptions box provides pop-ups that contain descriptions of reports in the Reporting Center.

To use the Description pop-ups:

1. On the Reporting Center Main Menu (**Figure 2**), click the down arrow to select the report type to be described.

2. Select a report type from the Report Descriptions box.

3. Click **[View]**. A Description pop-up (**Figure 6**) appears.

Reporting Center

Energy Data Download Report: This report allows a download of all energy data on feeder systems currently logged in the National Finance Center. To create the spreadsheet enter the optional Select Criteria and click Go. Access to this report is determined by your Reporting Center User Profile. **Note:** All select criteria are assigned default values as detailed below.

Select Criteria: The selection criteria categories allow you the flexibility to build custom spreadsheets by providing you options to indicate data fields. Most select criteria options allow for multiple or block selections to be made. To make multiple selections click on your initial selection and hold the control (Ctrl) key down while clicking any subsequent selections. To make a block selection click and drag the mouse to highlight your selection. Note: These selection criteria categories are optional.

- Agency - indicates the agency chosen for the report (the default selection is "All"). Multiple or block selections are allowed. If multiple agencies are selected, no accounting code options appear. However, if a single agency is selected, accounting code options are displayed as follows: (the default is "All" and multiple or block selections are allowed for each.)

Figure 6. Description pop-up

4. Click **[X]** to close the description and return to the Reporting Center Main Menu (**Figure 2**).

Use The How Do I Pop-ups

How Do I pop-ups (**Figure 7**) are available on the Reporting Center Main Menu (**Figure 2**). These pop-ups allow users to follow steps in performing various functions on the Reporting Center.

To use the How Do I pop-ups:

1. On the Reporting Center Main Menu (**Figure 2**), select the applicable question.

2. Click **[Find Out]**. A How Do I pop-up (**Figure 7**) appears with the information requested.

Title I, Chapter 29
Reporting Center
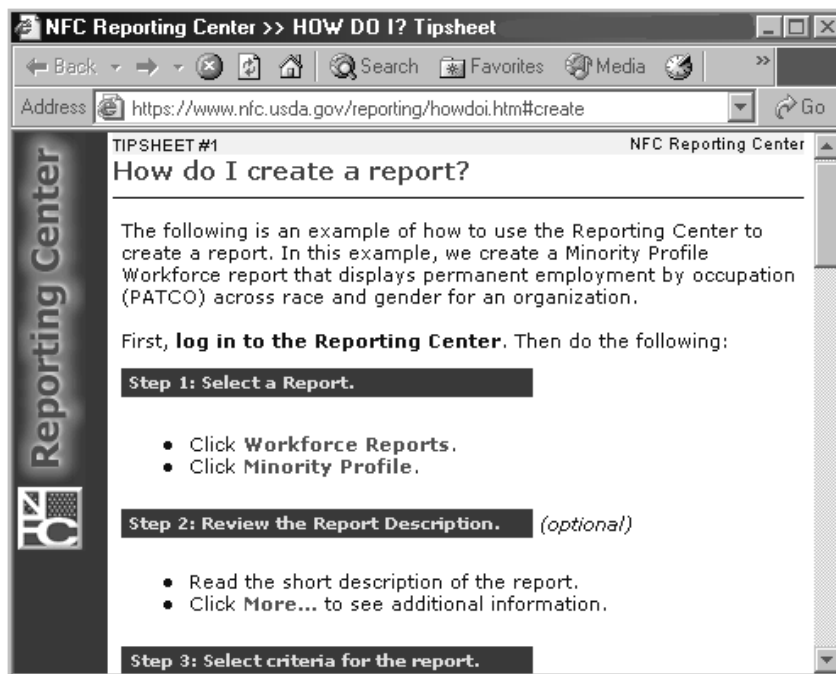
Figure 7. How Do I pop-up

3. Click **[X]** to return to the Reporting Center Main Menu (**Figure 2**).

Reporting Center Command Buttons

The following command buttons are used throughout the Reporting Center.

Reporting Center Command Buttons

Button	Description
Cancel	Used to cancel an action and return to the report.
Close	Used to close a window.
Done	Used to confirm that a selection has been made and to return to the report.
Exclude	Used to exclude certain selections from a selection list.
Go	Used when making a selection on the Run The Report menu.
Include	Used to include certain selections from a selection list.
Next	Used to advance to the next level of an organizational structure to further customize a report.
Open	Used to open a file.

Reporting Center Command Buttons

Button	Description
Open Folder	Used to open a folder.
OK	Used to accept an action.
Previous	Used to return to the previous level when defining the organizational structure.
Reset	Used to refresh the field and return to the report.
Save	Used to save data.
Search	Used to search for an employee's last name or ssn.
Select	Used to select an item from a list.
X	Used to close the open window.
Yes	Used to accept an action.

Exiting The Reporting Center

You can exit the Reporting Center from any window in the application.

To exit the Reporting Center:

1. At any Reporting Center window, click **[Logoff]** to return to the NFC Home page.

Select A Report Menu

After you connect to the Reporting Center, the Select A Report Menu (**Figure 8**) is displayed.

Figure 8. Select A Report Menu

The Select A Report Menu (**Figure 8**) displays the following options:

- **Administrative Reports**. This section provides administrative type reports. The following reports are available on the Administrative Reports menu.

  - Energy Data Download

  - Energy Detail

  - Energy Summary

  - GESD Request Tracking

  - Leave Error

  - Telephone Download

  - Telephone Over The Max Limit

  - Outstanding Travel Advances (3731)

  - OTRS/IPAC (OPAC Tracking and Reconciliation System)

- **Financial Reports**. This section provides reports containing financial data. The following reports are available on the Financial Reports menu.

  - SF–224 Abstract Of Trans (SCAP5D)

  - FSDW (Financial Statement Data Warehouse) Abnormal Balance By Treasury Symbol

  - FSDW Abnormal Balance By Fund

  - FSDW Adjustments Report

  - FSDW Consolidated Financial Statements

  - FSDW Crosswalk Trial Balance

  - FSDW Eliminations Report

  - FSDW Financial Statement Consistency Report

- FSDW GL Account Trial Balance

- FSDW Preliminary Financial Statements

- FSDW Trial Balance By Treasury Symbol

- FACTS II SF 133

- FACTS II FMS 2108

- SF 2812

- **Personnel Action Reports**. This section provides provides reports containing data based upon employee personnel actions. The following reports are available on the Personnel Action Reports menu.

  - Hires

  - Hires Minority Profile

  - Promotions

  - Promotions Minority Profile

  - Separations

  - Separations Minority Profile

- **Workforce Reports**. This section provides reports containing data based upon workforce diversity. The following reports are available on the Workforce Reports menu.

  - Age Profile

  - Civilian Employment (SF–113A) Report

  - Civilian Employment (SF–113G) Report

  - Dental Plan Payment

  - Dues Withheld

  - Education Level Profile

  - Employee Search (By Name)

  - Employee Search (By SSNO)

  - Employment By Disability Code

  - EPP Usage Statics

  - Employment Changes

  - Flex Fund

  - Gender Profile

  - Grade Distribution

  - Grade Across Minority And Gender

  - Grade Range

- Leave Balances

- Leave Liability

- Length Of Service Profile

- Life Insurance Listing

- Minority Profile

- Occupation (PATCO) Profile

- Official Time For Union Business

- Organization Profile

- Overdue Performance Appraisals

- Pay Plan And Grade Distribution

- Payroll Listing For W−2 Research

- Reduction In Force (RIF) Report

- Retirement Eligibility

- Retirement Profile (Inc. Early Out)

- Roster Of Employees

- Salary Summary

- Use-Or-Lose Leave Report

- Workforce Analysis

- **My Reports**. This section provides reports created for and by the user. These are reports that a user runs often and saves to the My Reports folder to run periodically without having to reenter the criteria.

- **Logoff**. Used to log off of the Reporting Center.

Using The Reporting Center

This section presents the following topics:

Creating Reports

The Reporting Center allows you to create various reports.

To create a report:

1. On the Select A Report Menu (**Figure 8**), select the applicable report to be created. The selected report is displayed.

2. Complete the fields on the applicable report.

<div align="center">**OR**</div>

Select the applicable criteria for the report.

3. After completing each field, click the applicable command button.

Note: After you click in a field, if you know the first character of the value that you wish to put in a field, you can type that character and the list will jump to values beginning with that character.

Note: If you only have access to one agency, organizational information will be completed for you.

Note: If you do not have access to sensitive data, you will not see the fields where sensitive data is displayed. Also, if you do not have access to sensitive data and after running a report, you get a result of a sensitive data value less than **3**, an ***** (asterisk) will be displayed in the field rather than the number.

4. After all fields are completed, select the applicable action to be taken on the Run The Report menu (**Figure 9**). Depending on the report selected, there are four Run The Report menus (**Figure 9**).

```
Run the report
Save output in a folder

Run the report
Save in My Reports folder
Save report as a spreadsheet
Save report in a folder
```

Figure 9. Run The Report menu

The following actions may be taken from the Run The Report menus (**Figure 9**).

- *Run The Report*. The report is displayed.

- *Save In My Reports Folder*. The report is saved in the My Reports option.

- *Save Report As A Spreadsheet*. The report is displayed as a spreadsheet.

- *Save Report In A Folder*. The report is saved to a folder.

- *Save Output In A Folder*. The report is saved to a folder.

5. After selecting the applicable action, click **[Go]**. The report is processed.

Creating A Report As A Chart Or Graph

The Reporting Center allows all Personnel Action reports and certain Workforce reports to be displayed as charts and/or graphs. Only those reports that contain the field Report As Chart Or Graph can be displayed as a chart or graph.

To create a chart or a graph:

1. On the Select A Report Menu (**Figure 8**), select the applicable report. The selected report is displayed. The following reports have the Report As Chart Or Graph field:

Personnel Actions Report Menu

- All Actions

- All Actions Minority Profile

- Hires

- Hires Minority Profile

- Promotions

- Promotions Minority Profile

- Separations

- Separations Minority Profile

Workforce Reports Menu

- Age Profile

- Education Level Profile

- Gender Profile

- Grade Distribution

- Length Of Service Profile

- Minority Profile

- Occupation (PATCO (Professional, Administrative, Technical, Clerical, Other)) Profile

- Organization Profile

- Retirement Eligibility

- Retirement Profile (Inc. Early Out)

- Salary Summary

2. Complete the fields on the appropriate report.

3. After completing each field, click the applicable command button.

4. To create a chart, select **Chart** in the Report As Chart Or Graph field.

    OR

    To create a graph, select **Graph** in the Report As Chart Or Graph field.

5. Select the applicable action to be taken on the Run The Report menu (**Figure 9**).

6. After selecting the applicable action, click **[Go]**. The report(s) (**Figure 10**) and (**Figure 11**) is displayed.

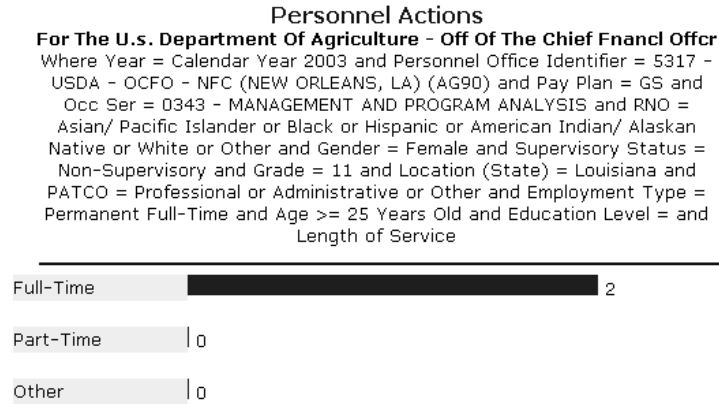**Figure 10. Report Displayed As A Chart**

Figure 11. Report Displayed As A Graph

Viewing Reports Online

You can run certain reports to be viewed online. Only reports that have the ***Run The Report*** option on the Run The Report menu (**Figure 9**) can be viewed online. These reports may also be printed using this option.

To view a report online:

1. On the Select A Report Menu (**Figure 8**), select the applicable report. The selected report is displayed.

    Note: All reports **except** Energy Data Download, Telephone Download, Employee Search (By Name), FSDW Facts I File, and Employee Search (By SSNO) have the ***Run The Report*** option on the Run The Report menu (**Figure 9**).

2. Complete the fields on the applicable report.

3. After completing each field, click the applicable command button.

4. Select ***Run The Report*** on the Run The Report menu (**Figure 9**).

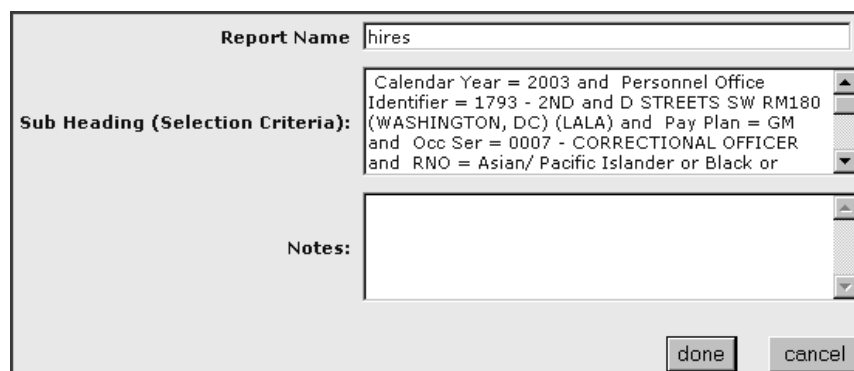5. Click **[Go]**. The report (**Figure 12**) is displayed for viewing.

Figure 12. Report Displayed For Viewing

Saving Reports In My Reports Folder

You can save your report(s) to the My Reports folder option. By saving your report(s) to My Reports folder, you can run the same reports periodically without having to reenter data. When using this option, you can only run the report with the data previously entered. This is most useful when running routine reports that contain current data. You cannot change any of the selection criteria when using this option.

To save a report to My Reports:

1. On the Select A Report Menu (**Figure 8**), select the applicable report. The selected report is displayed.

    Note: All reports **except** Employee Search (By Name), FSDW Facts I File, and Employee Search (By SSNO) have the **Save In My Reports Folder** option on the Run The Report menu (**Figure 9**).

2. Complete the fields on the applicable report.

3. After completing each field, click the applicable command button.

4. Select **Save In My Reports Folder** on the Run The Report menu (**Figure 9**).

5. Click **[Go]**. The My Reports pop-up (**Figure 13**) appears.

Figure 13. My Reports pop-up

6. Complete the fields as indicated under **My Reports Pop-up Field Instructions**.

7. Click **[Done]**. A Confirmation pop-up appears (**Figure 14**).
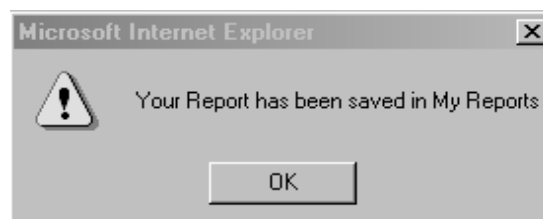
Figure 14. Confirmation pop-up

8. Click **[OK]**. The report requested is displayed.

Retrieving Reports From Your My Reports Folder

You can retrieve reports that you have previously saved from your My Reports folder. By retrieving a report from your My Reports folder, you can run the report with the most current information in the database based on the criteria that you entered when you saved the report to My Reports.

To retrieve a report from your My Reports folder:

1. On the Select A Report Menu (**Figure 8**), select *My Reports*. The My Reports Listing menu (**Figure 15**) is displayed with a list of reports that you saved to your My Reports folder.
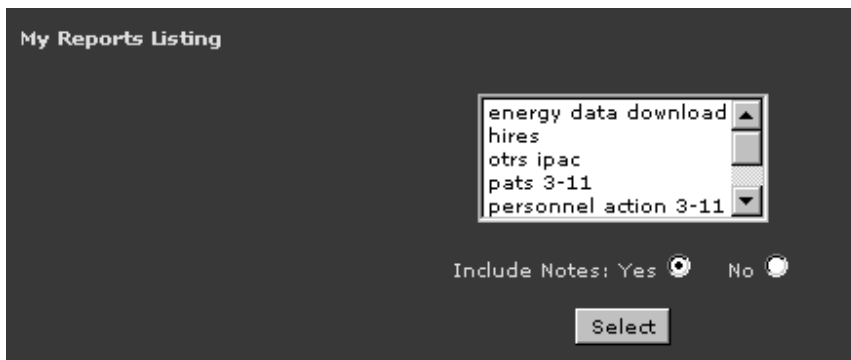
Figure 15. My Reports Listing menu

2. On the My Reports Listing menu (**Figure 15**), complete the fields as indicated under **My Reports Listing Menu Field Instructions**.

3. Click **[Select]**. A pop-up (**Figure 16**) appears listing the report selected.
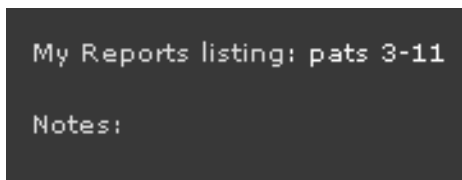
Figure 16. Pop-up With Selected Report

4. After clicking **[Select]**, select the applicable action on the Run The Report menu (for My Reports) (**Figure 17**).

Figure 17. Run The Report menu (for My Reports)

The following actions may be taken from the Run The Report menu (for My Reports).

- *Run The Report*. The report is displayed.

- *Edit My Reports (Title And Notes)*. You can modify the Report Name and/or Notes field(s) on the My Reports pop-up (**Figure 13**). You cannot modify the fields on the report. The only way to modify the fields on a report is to select the applicable report, complete the fields, and rerun the report.

- *Remove From My Reports List*. You can remove the report from your My Reports folder.

- *Save Report As A Spreadsheet*. The report is displayed as a spreadsheet.

- *Save Output In A Folder*. The report is saved to a folder.

5. Click **[Go]**.

Creating A Spreadsheet

The Reporting Center allows you to create a spreadsheet for certain reports. Only reports that have the *Save Report As A Spreadsheet* option on the Run The Report menu (**Figure 9**) can be created as spreadsheets.

To create a spreadsheet:

1. On the Select A Report Menu (**Figure 8**), select the applicable report. The selected report is displayed.

   Note: All reports, **except** SF 2812, Employee Search (By Name), and Employee Search (By SSNO) have the *Save Report As A Spreadsheet* option.

2. Complete the fields on the applicable report.

3. After completing each field, click the applicable command button.

4. Select *Save Report As A Spreadsheet* on the Run The Report menu (**Figure 9**).

5. Click **[Go]**.

6. Follow the onscreen prompts unique to your browser/setup to save your report as a spreadsheet. After you follow the prompts, your report will be displayed as a spreadsheet.

Figure 18. Report Displayed As A Spreadsheet

Saving Reports To A Folder

The Reporting Center allows you to save some of your reports to a folder so that more than one person can utilize the report(s). Only reports that have the ***Save Report In A Folder*** option or the ***Save Output To A Folder*** option on the Run The Report menu (**Figure 9**) can be saved to a folder.

To save reports to a folder:

1. On the Select A Report Menu (**Figure 8**), select the applicable report. The selected report is displayed.

    Note: All reports **except** Energy Data Download, Telephone Data Download, Employee Search (By Name), and Employee Search (By SSNO) have the ***Save Report In A Folder*** option or the ***Save Output To A Folder*** option.

2. Complete the fields on the applicable report.

3. After completing each field, click the applicable command button.

4. Select ***Save Report In A Folder*** or ***Save Output To A Folder*** on the Run The Report menu (**Figure 9**).

5. Click **[Go]**.

6. Follow the onscreen prompts unique to your browser/setup to save your report to a folder. After you follow the prompts, your report will be saved in a folder.

Field Instructions For Using The Reporting Center

This section presents the following topics:

Reporting Center Main Menu Field Instructions

The Reporting Center Main Menu (**Figure 2**) is displayed when you click **[OK]** on the Warning Message (**Figure 1**). The Reporting Center Main Menu (**Figure 2**) offers *How Do I* for instructions for functions on the Reporting Center, *Report Descriptions* which offers a drop down containing descriptions of available reports, a *Message Board* which contains a list of the most recently updated reports, and a *News* section which gives information regarding current updates to the Reporting Center. The text on these options changes as information is updated on the Reporting Center. For more information on the Reporting Center Main Menu, see **Starting The Reporting Center**.

User ID

Type your Reporting Center user ID.

Password

Type your password. If you are accessing the FSDW Financial reports, your Reporting Center password must be the same as your NFC Mainframe password.

Change Password

Check this box if you wish to change your password. The default for this field is blank. If you check this box, the Change Your Password pop-up (**Figure 3**) appears after you click **[Login]**. For instructions on changing your password, see **Changing Your Password**.

How Do I...

Click the down arrow to receive instructions for performing various functions in the Reporting Center. Valid values are `Create A Report`, `Save Customized Reports`, `Use The Org Structure Wizard`, and `Export To A Spreadsheet`.

Report Descriptions

Click the down arrow to receive descriptions of reports available. All reports currently available on the Reporting Center are listed on Report Descriptions.

Change Your Password Pop-up Field Instructions

The Change Your Password pop-up (**Figure 3**) appears when you check the Change Password box and click **[Login]** on the Reporting Center Main Menu (**Figure 2**).

Enter New Password	Type your new password. If you are accessing the FSDW Financial reports, your Reporting Center password must be the same as your NFC Mainframe password.
Confirm New Password	Retype your new password.

Select A Report Menu Description

The Select A Report Menu (**Figure 8**) is displayed after you login to the Reporting Center. The Select A Report Menu (**Figure 8**) allows you to choose the type of report that you wish to display. For instructions on using the Select A Report Menu (**Figure 8**), see **Select A Report Menu**.

My Reports Pop-up Field Instructions

The My Reports pop-up (**Figure 13**) appears when you click **[Go]** after selecting *Save In My Reports Folder* on the Run The Report menu (**Figure 9**).

Report Name	Type the name that you want to give the report. This should be something easy for you to remember. Information in this field may be changed.
Sub Heading (Selection Criteria)	This field is system generated based upon criteria entered on the report.
Notes	Type any notes related to the report. This field is available for you to record any information that will help you when running the report. Information in this field may be changed.

My Reports Listing Menu Field Instructions

The My Reports Listing menu (**Figure 15**) is displayed when you select *My Reports* on the Select A Report Menu (**Figure 8**).
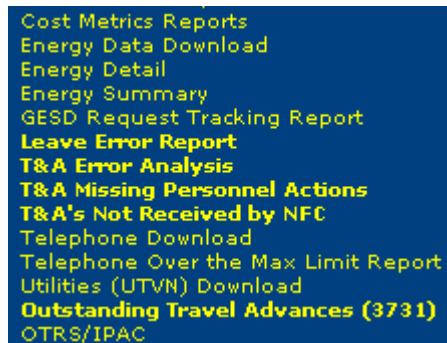
List Box	This field is system generated based on the names that you gave the reports saved to your My Reports folder. A list of reports saved is displayed in this field. Select the applicable report to be retrieved.
Include Notes	Select the applicable radio button to designate whether or not to include notes when running the report. These are notes from the Notes field on the My Reports pop-up (**Figure 13**). Valid values are `Yes` and `No`. The default for this field is `Yes`.

Running Administrative Reports

The Administrative Reports menu (**Figure 19**) contains the following reports:

OTRS/IPAC

Cost Metrics Reports

Energy Data Download

Energy Detail

Energy Summary

GESD Request Tracking Report

Leave Error

Outstanding Travel Advances (3731)

T&A Error Analysis

T&A Missing Personnel Actions

T&As Not Received By NFC

Telephone Download

Telephone Over The Max Limit Report

Utilities (UTVN) Download

Figure 19. Administrative Reports menu

OTRS/IPAC

The OTRS/IPAC report (**Figure 20**) is displayed when you select **OTRS/IPAC** on the Administrative Reports menu (**Figure 19**). This report contains accounting data used to track bills. There are two reports available on this option. They are the **Aged Report Of Unprocessed OPAC/IPAC Bills** and the **Completely Processed OPAC/IPAC Bills**. Data for this report is obtained from the OTRS/IPAC Tracking and Reconciliation System database and is updated nightly.

OTRS/IPAC Report: Aged Report of Unprocessed OPAC/IPAC Bills
ALC:
Bills Dated:
Document Reference Number:
Pay Register Date:
Sort By: Bill Date

Figure 21. OTRS/IPAC report

After running the OTRS/IPAC report (**Figure 21**), the OTRS/IPAC report (with criteria) (**Figure 22**) is displayed.

Figure 22. OTRS/IPAC report (with criteria)

Field Instructions

OTRS/IPAC Report

Click this field to select the applicable type of report to be run. Valid values are `Aged Report Of Unprocessed OPAC/IPAC Bills` and `Completely Processed OPAC/IPAC Bills`. The default for this field is `Aged Report Of Unprocessed OPAC/IPAC Bills`.

You can also select from various spreadsheets. If you select one of the spreadsheets, the report is run based on the spreadsheet selected. You do not need to complete the remaining fields if one of the spreadsheets is selected. The other fields are no longer displayed if you select one of the spreadsheets.

After making your selection, click **[Done]** or **[Reset]**, as applicable.

ALC   Click this field to select the applicable ALC (Agency Location Code). The default for this field is **All**. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Bills Dated   Click this field to select the date(s) for the bill(s) on the report. The default for this field is **All**. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Document Reference Number   Click this field to select the applicable document reference number(s) for the report. The default for this field is **All**. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Pay Register Date   Click this field to select the applicable pay register date. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Sort By   Click this field to select the applicable sort options. Valid values are **ALC**, **Bill Date**, and **Document Reference Number**. The default for this field **Bill Date**. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Cost Metrics Reports

The Cost Metric Reports (**Figure**) is displayed when you select **Cost Metrics Reports** on the Administrative Reports menu (**Figure 19**). This report contains

Figure 23. Cost Metrics report

After completing the fields, the Cost Metrics report (with criteria) (**Figure**) is displayed.
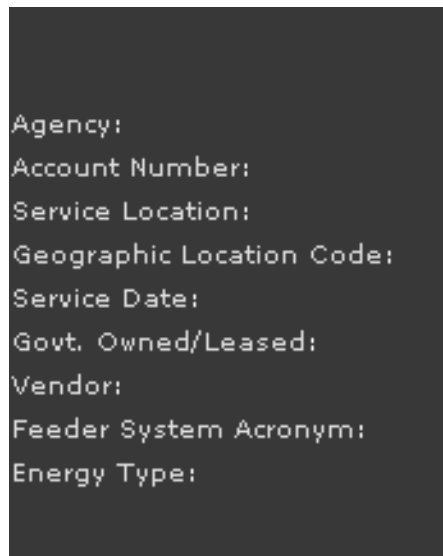
Figure 24. Cost Metrics report (with criteria)

Field Instructions:

Cost Metrics Report	Click this field to select which type of cost metrics report that you would like to fun. Valid values are `Number Of Employees Paid` and `PayPers FOCUS And CULPRIT CPU Utilization`. This field defaults to `Number Of Employees Paid`.
Department	Click this field to select the applicable department. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.
Agency	Click this field to select the applicable agency. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.
Fiscal Year	Click this field to select the applicable fiscal year. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Energy Data Download

The Energy Data Download report is displayed when you select ***Energy Data Download*** on the Administrative Reports menu (**Figure 19**). This report contains energy data on all feeder systems currently logged into NFC. Data for this report is obtained from NFC's Energy database and is updated monthly. The Energy database contains data from the Utilities System, MISC, PRCH, and FFIS.

Figure 25. Energy Data Download report

After running the Energy Data Download report (**Figure 25**), the Energy Data Download report (with criteria) (**Figure 26**) is displayed.

Figure 26. Energy Data Download report (with criteria)

Field Instructions:

Agency

Click the Agency field to select the applicable agency for the report. Both the 2-digit agency code and the literal are displayed in this field. If a single agency, other than `01-Office Of The Secretary`, `30-Food And Nutrition Service`, `37-Food Safety And Inspection Service`, `IT-Office Of The Chief Info Officer`, `CE-FSA County Office Committee`, `CU-Customs & Border Protection`, or `PI-DHS Plum Island` is chosen, additional fields are generated. If multiple agencies are chosen, additional fields are not generated. The default for this field is `All`. Multiple or block selections are available in this field.

As each agency is selected, different fields are displayed. These fields are specific to each agency.

Cost Resp. Center This field is generated when you select **02-Agr. Marketing Service** in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.

Cost Resp. Division This field is generated when you select **02-Agr. Marketing Service** in the Agency field. Click the field to select the applicable accounting code. Available selections for this field are based upon your entry in the Cost Resp. Center field. Multiple or block selections are available in this field.

Location This field is generated when you select **03-Agr. Research Service** in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.

Location 2 This field is generated when you select **03-Agr. Research Service** in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.

Appn/Allottee This field is generated when you select **07-Rural Housing Service** in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.

Class/Sp. Purpose This field is generated when you select **07-Rural Housing Service** in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.

Region This field is generated when you select **08-Risk Management Agency**, **11-Forest Service**, or **16-Natural Resources Consv Serv** in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.

Suboffice This field is generated when you select **08-Risk Management Agency** in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.

Unit This field is generated when you select **11-Forest Service** in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.

Subunit This field is generated when you select **11-Forest Service** in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.

Special Purpose This field is generated when you select **16-Natural Resources Consv Service** in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.

FY/ Fund

This field is generated when you select **20–Natl Agrl Statistics Service** or **23–Off. Of The Inspector General** in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.

Division

This field is generated when you select **20–Natl Agrl Statistics Service** in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.

State Office

This field is generated when you select **20–Natl Agrl Statistics Service** in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.

Organization

This field is generated when you select **23–Off. Of The Inspector General** in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.

Pgm/Rgn/Div

This field is generated when you select **34–Animal/Plant Health Insp. Serv.** in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.

Organization

This field is generated when you select **34–Animal/Plant Health Insp. Serv.** in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.

Mgmt. Code

This field is generated when you select **36–GIPSA** in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.

Budget Act.

This field is generated when you select **36–GIPSA** in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.

FY/Appn

This field is generated when you select **90–Off Of The Chief Financial Offcr** or **98–Office Of Operations** in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.

Org

This field is generated when you select **90–Off Of The Chief Financial Offcr** in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.

Div/Branch	This field is generated when you select **98-Office Of Operations** in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
Office/Division	This field is generated when you select **DA-Departmental Administration** in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
Index Code	This field is generated when you select **FA-Farm Service Agency** in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
Account Number	Click the field to select the applicable account number. The available options are determined by selection criteria in previous fields. The default for this field is **All**. Multiple or block selections are available in this field.
Service Location	Click the field to select the applicable service location name available. The available options are determined by selection criteria in previous fields. The default for this field is **All**. Multiple or block selections are available in this field.
Geographic Location Code	Click the field to select the applciable geographic location code(s). The available options are determined by selection criteria in previous fields. The default for this field is **All**. Multiple or block selections are available in this field.
Service Date	Click the field to select the applicable timeframe for the report. The available options are determined by selection criteria in previous fields. If conflicting dates are selected, the report will not generate. The default for this field is **All**. Multiple or block selections are available in this field.
Govt. Owned/Leased	Click the field to indicate whether or not the building is owned or leased by the government. The available options are determined by selection criteria in previous fields. Valid values are **G-Government Owned** and **L-Leased**. The default for this field is **All**. Multiple or block selections are available in this field.
Vendor	Click the field to indicate the vendor name (utility company). The available options are determined by selection criteria in previous fields. The default for this field is **All**. Multiple or block selections are available in this field.

Feeder System Acronym   Click the field to select the applciable 4-position Feeder System acronym for the applicable NFC application. The available options are determined by selection criteria in previous fields. The default for this field is **All**. Multiple or block selections are available in this field.

Energy Type   Click the field to select the applicable energy type. The available options are determined by selection criteria in previous field. The default for this field is **All**. Multiple or block selections are available in this field.

GESD Request Tracking Report

The GESD Requesting Tracking report (**Figure 27**) is displayed when you select **GESD Request Tracking Report** on the Administrative Reports menu (**Figure 19**). This report contains

Figure 27. GESD Request Tracking report

After running the GESD Request Tracking report (**Figure 27**), the GESD Request Tracking report (with criteria) (**Figure 28**) is displayed.

Figure 28. GESD Request Tracking report (with criteria)

Field Instructions:

Department

Click this field to select the applicable department. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Agency

Click the Agency field to select the applicable agency for the report. If a single agency, other than `01-Office Of The Secretary`, `30-Food And Nutrition Service`, `37-Food Safety And Inspection Service`, `IT-Office Of The Chief Info Officer`, `CE-FSA County Office Committee`, `CU-Customs & Border Protection`, or `PI-DHS Plum Island` is chosen, additional fields are generated. If multiple agencies are chosen, additional fields are not generated. The default for this field is `All`. Multiple or block selections are available in this field.

GESD Tracking Number

Click this field to select the applicable 5-digit tracking number. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Reimburseable Agreement Number	Click this field to select the applicable reimbursable agreement number. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.
Date Of Request	Click this field to select the applicable date. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.
Subject	Click this field to select the applicable subject matter. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.
Control Number	Click this field to select the applicable control number for the project. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.
Estimated Pay Period Implementation	Click this field to select the estimated pay period for implementation of the project. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.
Status	Click this field to select the applicable status. Valid values are `Closed`, `Deleted`, and `Open`. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable. This field defaults to `Open`.
Sort By	Click this field to select the applicable sort option. This field defaults to `GESD Tracking Number`. Valid values are `Agency`, `GESD Tracking Number`, `Reimburseable Agreement Number`, `Date Of Request`, `Control Number`, `Estimated Pay Period Implementation`, and `Status`. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Energy Detail

The Energy Detail report (**Figure 29**) is displayed when you select **Energy Detail** on the Administrative Reports menu (**Figure 19**). This report contains energy data concerning feeder systems currently logged into NFC. Data for this report is obtained from NFC's Energy database and is updated monthly. The Energy database contains data from the Utilities System, MISC, PRCH, and FFIS.

Figure 29. Energy Detail report

After running the Energy Detail report (**Figure 29**), the Energy Detail report (with criteria) (**Figure 30**) is displayed.

Figure 30. Energy Detail report (with criteria)

Field Instructions:

Agency	Click the Agency field to select the applicable agency for the report. If a single agency, other than **01-Office Of The Secretary**, **30-Food And Nutrition Service**, **37-Food Safety And Inspection Service**, **IT-Office Of The Chief Info Officer**, **CE-FSA County Office Committee**, **CU-Customs & Border Protection**, or **PI-DHS Plum Island** is chosen, additional fields are generated. If multiple agencies are chosen, additional fields are not generated. The default for this field is **All**. Multiple or block selections are available in this field.
Cost Resp. Center	This field is generated when you select **02-Agr. Marketing Service** in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
Cost Resp. Division	This field is generated when you select **02-Agr. Marketing Service** in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.
Location	This field is generated when you select **03-Agr. Research Service** in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
Location 2	This field is generated when you select **03-Agr. Research Service** in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.
Appn/Allottee	This field is generated when you select **07-Rural Housing Service** in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
Class/Sp. Purpose	This field is generated when you select **07-Rural Housing Service** in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.
Region	This field is generated when you select **08-Risk Management Agency**, **11-Forest Service**, or **16-Natural Resources Consv Serv** in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
Sub-Office	This field is generated when you select **08-Risk Management Agency** in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.

Unit	This field is generated when you select **11–Forest Service** in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
Subunit	This field is generated when you select **11–Forest Service** in the Agency field. Click the field to select the applicable accounting code (Option 3). Multiple or block selections are available in this field.
Sp. Purpose	This field is generated when you select **16–Natural Resources Consv Service** in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.
F/Y Fund	This field is generated when you select **20–Natl Agrl Statistics Service** or **23–Off. Of The Inspector General** in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
Division	This field is generated when you select **20–Natl Agrl Statistics Service** in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.
State Office	This field is generated when you select **20–Natl Agrl Statistics Service** in the Agency field. Click the field to select the applicable accounting code (Option 3). Multiple or block selections are available in this field.
Organization	This field is generated when you select **23–Off. Of The Inspector General** in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.
Pgm/Rgn/Div	This field is generated when you select **34–Animal/Plant Health Insp. Serv.** in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
Org/Sub–Unit	This field is generated when you select **34–Animal/Plant Health Insp. Serv.** in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.

Mgmt. Code

This field is generated when you select **36-GIPSA** in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.

Budget Act.

This field is generated when you select **36-GIPSA** in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.

FY/Appn

This field is generated when you select **90-Off Of The Chief Financial Offcr** or **98-Office Of Operations** in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.

Org

This field is generated when you select **90-Off Of The Chief Financial Offcr** in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.

Office/Division

This field is generated when you select **DA-Departmental Administration** in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.

Index Code

This field is generated when you select **FA-Farm Service Agency** in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.

Account Number

Click the field to select the applicable account number. The available options are determined by selection criteria in previous fields. The default for this field is **All**. Multiple or block selections are available in this field.

Service Location Name

Click the field to select the applicable service location available. The available options are determined by selection criteria in previous fields. The default for this field is **All**. Multiple or block selections are available in this field.

Geographic Location Code

Click the field to select the applciable geographic location code(s). The available options are determined by selection criteria in previous fields. The default for this field is **All**. Multiple or block selections are available in this field.

Service Date

Click the field to select the applicable timeframe for the report. The available options are determined by selection criteria in previous fields. If conflicting dates are selected, the report will not generate. The default for this field is **All**. Multiple or block selections are available in this field.

Govt. Owned/Leased   Click the field to indicate whether or not the building is owned or leased by the government. The available options are determined by selection criteria in previous fields. Valid values are **L-Leased** and **G-Government Owned**. The default for this field is **All**. Multiple or block selections are available in this field.

Vendor   Click the field to indicate the applicable utility company. The available options are determined by selection criteria in previous fields. The default for this field is **All**. Multiple or block selections are available in this field.

Feeder System Acronym   Click the field to select the applciable 4-position acronym for the applicable NFC application. The available options are determined by selection criteria in previous fields. The default for this field is **All**. Multiple or block selections are available in this field.

Energy Type   Click the field to select the applicable energy type. The available options are determined by selection criteria in previous field. The default for this field is **All**. Multiple or block selections are available in this field.

Sort By   Click this field to select the sort options. Multiple or block selections are not available for this field. If multiple agencies were selected in the Agency field, you can sort by agency. If a single agency was selected in the Agency field, you can sort by accounting class. The default sort is **Accounting Class 1**.

Energy Summary

The Energy Summary report (**Figure 31**) is displayed when you select ***Energy Summary*** on the Administrative Reports menu (**Figure 19**). This report contains energy data on all feeder systems currently logged into NFC. Data for this report is obtained from NFC's Energy database and is updated monthly. The Energy database contains data from the Utilities System, MISC, PRCH, and FFIS.


```
Agency:
Account Number:
Service Location Name:
Geographic Location Code:
Service Date:
Govt. Owned/Leased:
Vendor:
Feeder System Acronym:
Summarize By:
```

Figure 31. Energy Summary report

After running the Energy Summary report (**Figure 31**), the Energy Summer report (with criteria) (**Figure 32**) is displayed.

USDA Energy Summary

Agency = 90 -- OFF OF THE CHIEF FNANCL OFFCR and FY/Appn = 029 or 039 and Org = N and Vendor Name = ENTERGY and Account Number = 11030095 or 1847060 or 1847069 or E5089400510 and Feeder System Acronym = UTVN and Geographic Location Code = 221690071 and Govt. Owned/Leased Code = L and Service Date >   10/31/2001 and Summarized by = Org

FY/Appn = 029 Org = N

Type of Energy	Reporting Units	Consumption	Amount
Electricity	MWH	2,116	$138,570
Fuel Oil	Thou. Gal.	0	$0
Natural Gas	Thou. Cu. Ft.	0	$0
LPG/Propane	Thou. Gal	0	$0
Coal	S. Ton	0	$0
Water	Thou. Gal	0	$0
Unidentified Utilities	O/C 2310		$0
Misc Energy Supplies	O/C 2610		$0
	Total Costs		**$138,570**

Figure 32. Energy Summary report (with criteria)

Field Instructions:

Agency

Click this field to the select the applicable agency. If a single agency, other than **22-COOP State, Res, Educ, And Ext Serv**, **30-Food And Nutrition Service**, **IT-Office Of The Chief Info Officer**, **CE-FSA County Office Committee**, **CU-Customs & Border Protection**, or **PI-DHS Plum Island**. is chosen, additional fields are displayed. If you multiple agencies are chosen, the additional fields are not displayed. The default for this field is **All**. Multiple or block selections are available in this field.

Cost Resp. Center

This field is generated when you select **02-Agr. Marketing Service** in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.

Cost Resp. Division

This field is generated when you select **02-Agr. Marketing Service** in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.

Location

This field is generated when you select **03-Agr. Research Service** in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.

Location 2

This field is generated when you select **03-Agr. Research Service** in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.

Appn/Allottee

This field is generated when you select **07-Rural Housing Service** in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.

Class/Sp. Purpose

This field is generated when you select **07-Rural Housing Service** in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.

Region

This field is generated when you select **08-Risk Management Agency**, **11-Forest Service**, or **16-Natural Resources Consv Serv** in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.

Sub-Office

This field is generated when you select **08-Risk Management Agency** in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.

Unit	This field is generated when you select **11–Forest Service** in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
Sub Unit	This field is generated when you select **11–Forest Service** in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
Sp. Purpose	This field is generated when you select **16–Natural Resources Consv Service** in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
FY/ Fund	This field is generated when you select **20–Natl Agrl Statistics Service** or **23–Off. Of The Inspector** in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field
Division	This field is generated when you select **20–Natl Agrl Statistics Service** in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
State Office	This field is generated when you select **20–Natl Agrl Statistics Service** in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
Organizaton	This field is generated when you select **23–Off. Of The Inspector General** in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
Pgm/Rgn/Div	This field is generated when you select **34–Animal/Plant Health Insp. Serv.** in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
Org/Sub–Unit	This field is generated when you select **34–Animal/Plant Health Insp. Serv.** in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
Mgmt. Code	This field is generated when you select **36–GIPSA** in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
Budget Act.	This field is generated when you select **36–GIPSA** in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.

FY/Appn	This field is generated when you select **90-Off Of The Chief Financial Offcr** or **98-Office Of Operations** in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
Org	This field is generated when you select **90-Off Of The Chief Financial Offcr** in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
Div/Branch	This field is generated when you select **98-Office Of Operations** in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
Office/Division	This field is generated when you select **DA-Departmental Administration** in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
Index Code	This field is generated when you select **FA-Farm Service Agency** in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
Account Number	Click the field to select the applicable account number. The available options are determined by selection criteria in previous fields. The default for this field is **All**. Multiple or block selections are available in this field.
Service Location Name	Click the field to select the applicable service location available. The available options are determined by selection criteria in previous fields. The default for this field is **All**. Multiple or block selections are available in this field.
Geographic Location Code	Click the field to select the applciable geographic location code(s). The available options are determined by selection criteria in previous fields. The default for this field is **All**. Multiple or block selections are available in this field.
Service Date	Click the field to select the applicable timeframe for the report. The available options are determined by selection criteria in previous fields. If conflicting dates are selected, the report will not generate. The default for this field is **All**. Multiple or block selections are available in this field.

Govt. Owned/Leased   Click the field to indicate whether or not the building is owned or leased by the government. The available options are determined by selection criteria in previous fields. Valid values are `G-Government Owned` and `L-Leased`. The default for this field is `All`. Multiple or block selections are available in this field.

Vendor   Click the field to select the applicable utility company. The available options are determined by selection criteria in previous fields. The default for this field is `All`. Multiple or block selections are available in this field.

Feeder System Acronym   Click the field to select the applciable 4-position acronym for the applicable NFC application. The available options are determined by selection criteria in previous fields. The default for this field is `All`. Multiple or block selections are available in this field.

Summarize By   Click this field to select the sort options. Multiple or block selections are not available for this field. If multiple agencies were selected in the Agency field, you can sort by agency. If a single agency was selected in the Agency field, you can sort by accounting class.

Leave Error

The Leave Error report (**Figure 33**) is displayed when you select ***Leave Error*** on the Administrative Reports menu (**Figure 19**). This report contains leave error data used by timekeepers when working with time and attendance and leave audits. Data for this report is obtained from the Payroll/Personnel database and is updated biweekly.

```
Contact Point:
Sort Order: Contact Point, Last Name
```

Figure 33. Leave Error report

After running the Leave Error report (**Figure 33**), the Leave Error report (with criteria) (**Figure 34**) is displayed.

Leave Error Report
Sensitive Personnel Data -- Use is Restricted
Contact Point: 90 22 1690 04 40   Employing Office: 5317   Date Prepared: 11/6/2004

Name	SSNO	SCD Date	A/L Cat	PP	Type Leave	Type Empl	Prior Carryover	YTD Earned	YTD Used	YTD Cr	Ending Balance	P/T Carryover Balance	Accrued This PP	Used This PP	End Balance
		06/18/89	8	21	ANN	1	10.50-	144.00	106.00		27.50		8.00	2.75	
		09/06/73	8	21	ANN	1	240.00	168.00	75.00		333.00		8.00	14.00	
			8	21	COMP	1		42.25	38.00		4.25		1.25	5.00	5.75 *
		06/24/85	8	21	COMP	1	2.00	15.50			17.50				23.50 *
		03/27/88	8	21	COMP	1		50.50	34.75		15.75		.50	1.00	21.75 *

* COMP Ending Balance = (COMP-CURRENT-BAL + COMP-PRIOR-YR-BAL + COMP-BAL-REL-OBS).

Total Employees: 4   **Total Errors: 5**

Changes annotated above are certified to be true and correct as of pay period _____ .

Certified By: _____   Date: _____ .

Figure 34. Leave Error report (with criteria)

Field Instructions

Contact Point

Click this field to select the applicable contact point. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Sort Order

Click this field to select the applicable sort option. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. This field defaults to `Contact Point, Last Name`. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Outstanding Travel Advances (3731)

The Outstanding Travel Advances (3731) report (**Figure 35**) is displayed when you select ***Outstanding Travel Advances (3731)*** on the Administrative Reports menu (**Figure 19**). This report contains information on employees with outstanding travel advances. This information is summarized by either agency or originating office. Data for this report is obtained from the Travel System.

Figure 35. Outstanding Travel Advances (3731) report

After running the Outstanding Travel Advances (3731) report (**Figure 35**), the Outstanding Travel Advances (3731) report (**Figure 36**) (with criteria) is displayed.

Figure 36. Outstanding Travel Advances (3731) report (with criteria)

Field Instructions

Organizational Structure Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Personnel Office Identifier Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.

Originating Office

Click this field to select the applicable originating office. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Last Travel Date

Click this field to select the employee's last travel date. You can either select a date or select `Blank`. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Employee Status

Click this field to select the employee's status. Valid values are `0=Payrolled, PR, NH`, `1=Separated`, and `2=Not Payrolled, NP, SA, NG`. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Advance Date

Click this field to select the date of the applicable advance. You can either select a date or select `Blank`. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Repayment Date

Click this field to select repayment date. You can either select a date or select `Blank`. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Advance Notice Date

Click this field to select the advance notice date. You can either select a date or select `Blank`. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Sort Order

Click this field to indicate the sort order options to be displayed on the report. You can select six levels of sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. This field defaults to `Org`. After making your selection, click **[Done]**, **[Reset]**, or **[Cancel]** as applicable.

T&A Error Analysis

The T&A Error Analysis report (**Figure 37**) is displayed when you select ***T&A Error Analysis*** from the Administrative Reports menu (**Figure 19**). This report provides a list of employees with T&A errors corrected during the pay period. This report is updated after TIME has executed.

Figure 37. T&A Error Analysis report

After running the T&A Error Analysis report (**Figure 37**), the T&A Error Analysis report (with criteria) (**Figure 38**).

Figure 38. T&A Error Analysis report (with criteria)

Field Instructions:

Contact Point

Click this field to select the applicable contact point. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Sort Order

Click this field to indicate the sort order options to be displayed on the report. You can select four levels of sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **[Done]**, **[Reset]**, or **[Cancel]** as applicable. This field defaults to `Contact Point, Last Name, First Name, Mid Init`.

T&A Missing Personnel Actions

T&A Missing Personnel Actions report (**Figure 39**) is displayed when you select *T&A Missing Personnel Actions* from the Administrative Reports menu (**Figure 19**). This report provides a list of T&As with missing personnel actions that require an action to be taken by the employee's personnel office. This must be done before the T&A can be processed. This report is updated after TIME has been executed.

Figure 39. T&A Missing Personnel Actions report

After running the T&A Missing Personnel Actions report (**Figure 39**), the T&A Missing Personnel Actions report (with criteria) (**Figure 40**) is displayed.

Figure 40. T&A Missing Personnel Actions report (with criteria)

Field Instructions:

Contact Point	Click this field to select the applicable contact point. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.
Sort Order	Click this field to indicate the sort order options to be displayed on the report. You can select four levels of sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **[Done]**, **[Reset]**, or **[Cancel]** as applicable. This field defaults to `Contact Point, Last Name, First Name, Mid Init`.

T&As Not Received By NFC

The T&As Not Received By NFC report (**Figure 41**) is displayed when you select ***T&As Not Received By NFC Report*** from the Administrative Reports menu (**Figure 19**). This report provides a list of T&As not received by NFC for the current pay period being processed. Agencies should run this report Tuesday, Wednesday, Thursday, and Friday mornings after all T&As have been transmitted to NFC. This report is updated after TIME has been executed.

Contact Point:
Sort Order: Contact Point, Last Name

Figure 41. T&As Not Received By NFC report

After running the T&As Not Received By NFC report (**Figure 41**), the T&As Not Received By NFC report (with criteria) (**Figure 42**) is displayed.

Active Full/Part-Time Employees - T&A's Not Received by NFC
T&A Contact Point Sequence
As Of: 02/24/07
For Pay Period 03
Sensitive Personnel Data -- Use is Restricted
Contact Point: 00 -0 000- 00 00   Employing Office: 2890

Agency	Contact Point	SSNO	Name	POI	Last Paid	PP	Gr/St	Phone #
93	00-0000-00-00			2890	02/05/07	GS	05/01	000-000-0000

Figure 42. T&As Not Received By NFC (with criteria)

Field Instructions:

Contact Point

Click this field to select the applicable contact point. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Sort Order

Click this field to indicate the sort order options to be displayed on the report. You can select four levels of sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **[Done]**, **[Reset]**, or **[Cancel]** as applicable. This field defaults to `Contact Point, Last Name`.

Telephone Download

The Telephone Download report (**Figure 43**) is displayed when you select *Telephone Download* from the Administrative Reports menu (**Figure 19**). This report provides a download of all telephone data currently in the NFC database. Data for this report is obtained from TELE and is updated weekly.

Figure 43. Telephone Download report

After running the Telephone Download report (**Figure 43**), the Telephone Download report (with criteria) (**Figure 44**) is displayed.

Figure 44. Telephone Download report (with criteria)

Field Instructions:

Agency   Click the Agency field to select the applicable agency for the report. If a single agency, other than **01-Office Of The Secretary**, is chosen, additional fields are generated. If multiple agencies are chosen, additional fields are not generated. The default for this field is **All**. Multiple or block selections are available in this field.

Account Number   Click this field to select the applicable account number. The available options are determined by selection criteria in previous fields. The default for this field is **All**. Multiple or block selections are available in this field.

Account Status   Click this field to select the applicable account status. The available options are determined by selection criteria in previous fields. The default for this field is **All**. Multiple or block selections are available in this field.

T&A Contact Point   Click this field to select the applicable T&A contact point. The available options are determined by selection criteria in previous fields. The T&A contact point is displayed in this field with the agency code, state code, town code, and unit code. The timekeeper code is not displayed in this field. The default for this field is **All**. Multiple or block selections are available in this field.

T&A Contact Name   Click this field to select the name of the applicable T&A contact point. The available options are determined by selection criteria in previous fields. The default for this field is **All**. Multiple or block selections are available in this field.

T&A Contact (City)   Click this field to select the applicable city. The available options are determined by selection criteria in previous fields. The default for this field is **All**. Multiple or block selections are available in this field.

T&A Contact (State)   Click this field to select the applicable state. The available options are determined by selection criteria in previous fields. The default for this field is **All**. Multiple or block selections are available in this field.

Service Location   Click this field to select the applicable service location. The available options are determined by selection criteria in previous fields. The default for this field is **All**. Multiple or block selections are available in this field.

Service Location (City)   Click this field to select the applicable service location city. The available options are determined selection criteria in privious fields. The default for this field is **All**. Multiple or block selections are available in this field.

Service Location (State)   Click this field to select the applicable service location state. The available options are determined by selection criteria in previous fields. The default for this field is **All**. Multiple or block selections are available in this field.

Vendor Number   Click this field to select the applicable vendor number for the applicable telephone company. The available options are determined by selection criteria in previous fields. The default for this field is **All**. Multiple or block selections are available in this field.

Vendor Name   Click this field to select the applicable vendor name. The available options are determined by selection criteria in previous fields. The default for this field is `All`. Multiple or block selections are available in this field.

Vendor (City)   Click this field to select the applicable vendor city. The available options are determined by selection criteria in previous fields. The default for this field is `All`. Multiple or block selections are available in this field.

Vendor (State)   Click this field to select the applicable vendor state. The available options are determined by selection criteria in previous fields. The default for this field is `All`. Multiple or block selections are available in this field.

Type Service   Click this field to select the applicable type of service. The available options are determined by selection criteria in previous fields. The default for this field is `All`. Multiple or block selections are available in this field.

Billing Cycle   Click this field to select the applicable time frame for the billing cycle. The available options are determined by selection criteria in previous fields. The default for this field is `All`. Multiple or block selections are available in this field.

Telephone Over The Max Limit

The Telephone Over the Max Limit report (**Figure 45**) is displayed when you select ***Telephone Over The Max Limit*** on the Administrative Reports menu (**Figure 19**). This report contains data regarding telephone accounts that have exceeded their service or toll limits.
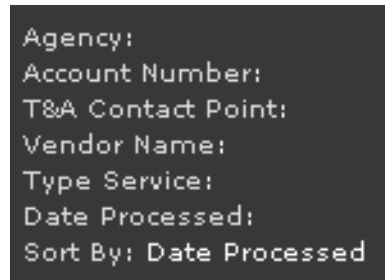
Figure 45. Telephone Over The Max Limit report

After running the Telephone Over The Max Limit report (**Figure 45**), the Telephone Over The Max Limit report (with criteria) (**Figure**) is displayed.

Figure 46. Telephone Over The Max Limit report (with criteria)

Field Instructions

Agency

Click this field to select the applicable agency. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Account Number

Click this field to select the applicable account number. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

T&A Contact Point

Click this field to select the applicable T&A contact point. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Vendor Name

Click this field to select the applicable vendor name. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Type Service

Click this field to select the applicable service type. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Date Processed   Click this field to select the applicable date processed. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Sort By   Click this field to select the applicable sort options. This field defaults to `Date Processed`. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Utilities (UTVN) Download

The Utilities (UTVN) Download report (**Figure 47**) is displayed when you select *Utilities (UTVN) Download* on the Administrative Reports menu (**Figure 19**). This report contains all UTVN data currently loaded in the Reporting Center. Data for this report is obtained from UTVN and is updated nightly.

Figure 47. Utilities (UTVN) Download report

After running the Utilities (UTVN) Download report (**Figure 47**), the Utilities (UTVN) report (with criteria) (**Figure**) is displayed.

Figure 48. Utilities (UTVN) Download report (with criteria)

Field Instructions

Agency
Click this field to select the applicable agency. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Account Number
Click this field to select the applicable account number. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

T&A Contact Point
Click this field to select the the applicable T&A contact point. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

T&A Contact Name
Click this field to select the applicable T&A contact. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

T&A Contact (City)
Click this field to select the applicable city. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

T&A Contact (State)
Click this field to select the applicable state. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Service Location   Click this field to select the applicable location. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Service Location (City)   Click this field to select the applicable city. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Service Location (State)   Click this field to select the applicable state. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Vendor Number   Click this field to select the applicable 9-digit vendor number. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Vendor Name   Click this field to select the applicable vendor. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Vendor (City)   Click this field to select the applicable city. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Vendor (State)   Click this field to select the applicable 2-character state code. This field is generated based upon the selection made in the Vendor (City) field. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Running Financial Reports

This Financial Reports menu (**Figure 49**) contains the following reports:

FSDW Abnormal Balance By Fund

FSDW Abnormal Balance By Treas Sym

FSDW Adjustments Report

▶**FSDW BR And SF113 Comparison**◀

FSDW Consolidated Financial Statements

▶**FSDW Consolidating Financial Statements**◀

FSDW Crosswalk Trial Balance

FSDW Eliminations Report

▶**FSDW Facts I File**◀

FSDW FMS2108

FSDW Financial Statement Consistency Report

FSDW GL (General Ledger) Account Trial Balance

FSDW Preliminary Financial Statements

FSDW SF133

FSDW Trial Balance

FSDW Trial Balance By Treasury Symbol

SF–2812

SF–224 Abstract Of Trans (SCAP5D)

Statement Of Earnings And Leave

W2 Wage And Tax Statement
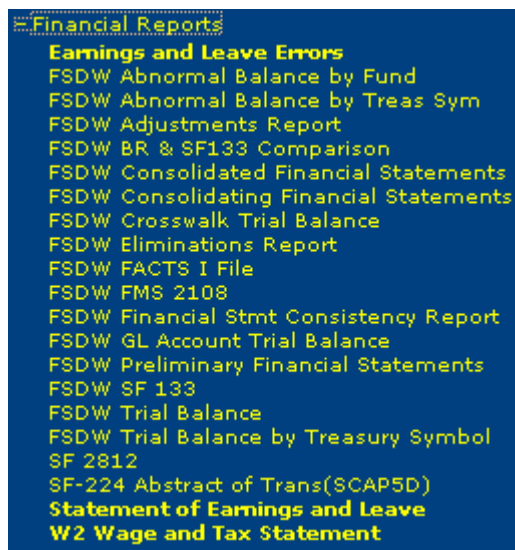
Figure 49. Financial Reports menu

FSDW Abnormal Balance By Fund Report

The FSDW Abnormal Balance By Fund report (**Figure 50**) is displayed when you select *FSDW Abnormal Balance By Fund* on the Financial Reports (**Figure 49**) menu. This report contains data from FFIS.

Figure 50. FSDW Abnormal Balance By Fund report

After running the FSDW Abnormal Balance By Fund report (**Figure 50**), the FSDW Abnormal Balance By Fund report (with criteria) (**Figure 51**) is displayed.

Figure 51. FSDW Abnormal Balance By Fund report (with criteria)

Field Instructions:

Fiscal Year	Click this field to indicate the fiscal year to be displayed on the report. The last two positions are displayed in this field. The four-position year is displayed on the report.
Fiscal Month	Click this field to indicate the month to be displayed on the report. The two-position numeric month is displayed in this field. The complete alpha month is displayed on the report.

Mission Area

Click this field to select the mission area to be displayed on the report. If this field is completed, the Agency and POD fields must be left blank. If you make a selection in this field, and there is already criteria in the Agency or POD field, the criteria in the Agency or POD field will be deleted. Multiple or block selections are available in this field.

Agency

Click this field to select the agency to be displayed on the report. If this field is completed, the Mission Area and POD fields must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area or POD field, the criteria in the Mission Area or POD field will be deleted.

POD

Click this field to select the applicable POD to be displayed on the report. If this field is completed, the Mission Area and Agency fields must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area or Agency field, the criteria in the Mission Area or Agency field will be deleted. The selection is made based upon the prior year and the applicable agency.

Fund

Click this field to indicate the fund to be displayed on the report.

Treasury Symbol

Click this field to indicate the treasury symbol to be displayed on the report. Depending on the selection made, the Beginning Fiscal Year field may be generated after making a selection in this field.

FSDW Abnormal Balance By Treas Sym

The FSDW Abnormal Balance By Treas Sym report (**Figure 52**) is displayed when you select *FSDW Abnormal Balance By Treas Sym* on the Financial Reports (**Figure 49**) menu. This report contains data from FFIS.

Figure 52. FSDW Abnormal Balance By Treas Sym report

After running the FSDW Abnormal Balance By Treas Sym report (**Figure 52**), the FSDW Abnormal Balance By Treas Sym report (with criteria) (**Figure 53**) is displayed.

Figure 53. FSDW Abnormal Balance By Treas Sym report (with criteria)

Field Instructions:

Fiscal Year	Click this field to indicate the fiscal year to be displayed on the report. The last two positions are displayed in this field. The four-position year is displayed on the report.
Fiscal Month	Click this field to indicate the month to be displayed on the report. The two-position numeric month is displayed in this field. The complete alpha month is displayed on the report.
Mission Area	Click this field to select the mission area to be displayed on the report. If this field is completed, the Agency and POD fields must be left blank. If you make a selection in this field, and there is already criteria in the Agency or POD field, the criteria in the Agency or POD field will be deleted. Multiple or block selections are available in this field.

Agency

Click this field to select the agency to be displayed on the report. If this field is completed, the Mission Area and POD fields must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area or POD field, the criteria in the Mission Area or POD field will be deleted.

POD

Click this field to select the applicable POD to be displayed on the report. If this field is completed, the Mission Area and Agency fields must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area or Agency field, the criteria in the Mission Area or Agency field will be deleted. The selection is made based upon the prior year and the applicable agency.

Fund

Click this field to indicate the fund to be displayed on the report.

Treasury Symbol

Click this field to indicate the treasury symbol to be displayed on the report. Depending on the selection made, the Beginning Fiscal Year field may be generated after making a selection in this field.

Beginning Fiscal Year

Click this field to indicate the beginning fiscal year for the treasury symbol selected. This field is generated if a selection is made in the Treasury Symbol field.

FSDW Adjustments Report

The FSDW Adjustments Report (**Figure 54**) is displayed when you select *FSDW Adjustments* on the Financial Reports (**Figure 49**) menu. This report contains data from FFIS.

Report Year:
Report Period:
Mission Area:
Agency:
Report Line:
Adjustment Type:
Control Number:
User Id:

Figure 54. FSDW Adjustments report

After running the FSDW Adjustments report (**Figure 54**), the FSDW Adjustments report (with criteria) (**Figure 55**) is displayed.

ADJR Run Date:4/7/2003

U.S. Department of Agriculture
Adjustments Report
Period Ending September 30, 2002
Report Row =   and Adjustment Type =   and User Id =

USDA Line Number	Type of Adjustment	Control Number	User Id	Debit	Credit
				0.00	22,620,376.75
				0.00	602.18
			USDA Line Number Total:	0.00	22,620,978.93
			Department Total:	0.00	22,620,978.93

For Official Use Only

Figure 55. FSDW Adjustments report (with criteria)

Field Instructions:

Report Year

Click this field to indicate the year to be displayed on the report. The last two positions of the year are displayed in this field. The four-position year is displayed on the report.

Report Period

Click this field to indicate the time period to be displayed on the report. The ending date of the period is displayed on the report.

Mission Area

Click this field to select the mission area to be displayed on the report. If this field is completed, the Agency Field must be left blank. If you make a selection in this field, and there is already criteria in the Agency field, the criteria in the Agency field will be deleted. Multiple or block selections are available in this field.

Agency   Click this field to select the agency to be displayed on the report. If this field is completed, the Mission Area field must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area field, the criteria in the Mission Area field will be deleted.

Report Line   Click this field to indicate the report line to be displayed on the report.

Adjustment Type   Click this field to indicate the adjustment type to be displayed on the report.

Control Number   Click this field to indicate the control number to be displayed on the report.

User ID   Click this field to indicate the user ID to be displayed on the report.

▶FSDW BR And SF113 Comparison

The FSDW BR And SF113 Comparison report (**Figure 56**) is displayed when you select ***FSDW BR And SF113 Comparison*** on the Financial Reports (**Figure 49**) menu. This report contains financial data from the FFIS Consolidated Financial Statements Data Warehouse.

```
Fiscal Year:
Fiscal Month:
Agency:
Treasury Symbol:
Summary or Detail Report: Summary
```

Figure 56. FSDW BR And SF113 Comparison report

Field Instructions:

Fiscal Year

Click this field to indicate the fiscal year to be displayed on the report. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Fiscal Month

Click this field to indicate the fiscal month to be displayed on the report. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Agency

The default for this field is `All`. After making your selection, click `[Done]`, `[Cancel]`, or `[Reset]`, as applicable. You must first complete the Fiscal Year and Fiscal Month fields before completing this field.

Treasury Symbol

Click this field to indicate the treasury symbol to be displayed on the report. The default for this field is `All`. After making your selection, click `[Done]`, `[Cancel]`, or `[Reset]`, as applicable.

Summary Or Detail Report

Click this field to indicate if you want the report summarized into one report or if you want separate reports reflecting all of the detail data. Valid values are `Summary` and `Detail`. After making your selection, click **[Done]** or **[Cancel]** as applicable.◀

FSDW Consolidated Financial Statements

The FSDW Consolidated Financial Statements report (**Figure 57**) is displayed when you select **FSDW Consolidated Financial Statements** on the Financial Reports (**Figure 49**) menu. This report contains data from FFIS.

Figure 57. FSDW Consolidated Financial Statements report

After running the FSDW Consolidated Financial Statements report (**Figure 57**), the FSDW Consolidated Financial Statements report (with criteria) (**Figure 58**) is displayed.

Figure 58. FSDW Consoldiated Financial Statements report (with criteria)

Field Instructions:

Financial Statement

Click this field to indicate the type of financial statement to be displayed on the report. Valid values are **`Balance Sheet`**, **`Statement Of Budgetary Resources`**, **`Statement Of Net Cost`**, **`Statement Of Changes In Net Position`**, or **`Statement Of Financing`**. This field defaults to **`Balance Sheet`**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Report Year

Click this field to indicate the year to be displayed on the report. The last two positions of the year are displayed in this field. The four-position year is displayed on the report. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Report Period

Click this field to indicate the time period to be displayed on the report. The ending date of the period is displayed on the report. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Mission Area

Click this field to select the mission area to be displayed on the report. If this field is completed, the Agency and POD fields must be left blank. If you make a selection in this field, and there is already criteria in the Agency or POD field, the criteria in the Agency or POD field will be deleted. Multiple or block selections are available in this field. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Agency

Click this field to select the agency to be displayed on the report. Both the agency code and the literal are displayed in this field. The literal is displayed on the report. If this field is completed, the Mission Area and POD fields must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area or POD field, the criteria in the Mission Area or POD field will be deleted. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

POD

Click this field to select the applicable POD to be displayed on the report. If this field is completed, the Mission Area and Agency fields must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area or Agency field, the criteria in the Mission Area or Agency field will be deleted. The selection is made based upon the prior year and the applicable agency.

Fund

Click this field to indicate the fund to be displayed on the report. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Treasury Symbol

Click this field to indicate the treasury symbol to be displayed on the report. Both the code and the definition are displayed in this field. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

▶FSDW Consolidating Financial Statements

The FSDW Consolidating Financial Statements Comparison report (**Figure 59**) is displayed when you select ***FSDW Consolidating Financial Statements*** on the Financial Reports (**Figure 49**) menu. This report contains consolidating balance sheet which reflects financial data from the FFIS Consolidated Financial Statements Data Warehouse. Data for this report is obtained from the FFIS Consolidated Financial Statements Data Warehouse.

Figure 59. FSDW Consolidating Financial Statements report

After running the FSDW Consolidating Financial Statements report (**Figure 59**), the FSDW Consolidting Financial Statements report (with criteria) (**Figure 60**) is displayed.

Figure 60. FSDW Consolidating Financial Statements report (with criteria)

Field Instructions:

Financial Statement   Click this field to indicate the type of financial statement to be displayed on the report. Valid values are `Balance Sheet`, `Statement Of Budgetary Resources`, `Statement Of Net Cost`, `Statement Of Changes In Net Position`, or `Statement Of Financing`. This field defaults to `Balance Sheet`. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Report Year   Click this field to indicate the year to be displayed on the report. The last two positions of the year are displayed in this field. The four-position year is displayed on the report. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Report Period   Click this field to indicate the time period to be displayed on the report. The ending date of the period is displayed on the report. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Mission Area   Click this field to select the mission area to be displayed on the report. You must complete the Report Year and Report Period field before you can complete this field. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Fund   Click this field to fund to be displayed on the report. You must complete the Report Year and Report Period field before you can complete this field. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Treasury Symbol   Click this field to select the treasury symbol to be displayed on the report. You must complete the Report Year and Report Period field before you can complete this field. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.◄

FSDW Crosswalk Trial Balance

The FSDW Crosswalk Trial Balance report (**Figure 61**) is displayed when you select **FSDW Crosswalk Trial Balance** on the Financial Reports (**Figure 49**) menu. This report contains data from FFIS.

Financial Statement: Balance Sheet
Report Year:
Report Period:
Mission Area:
Agency:
POD:
Report Line:
GL Account:
Fund:
Treasury Symbol:

Figure 61. FSDW Crosswalk Trial Balance report

After running the FSDW Crosswalk Trial Balance report (**Figure 61**), the FSDW Crosswalk Trial Balance report (with criteria) (**Figure 62**) is displayed.

DTBR Run Date:1/15/2004

U.S. Department of Agriculture
Balance Sheet
Crosswalk Trial Balance
Period Ending December 31, 2002
Report Line = 01 or 02 or 03 or 04 or 05 or 06 or 07 or 08 or 09 or 10 and GL Account = 1010   FUND BALANCE WITH TREASURY or 1011   SF-224 DISBURSEMENTS or 1012   SF-224 COLLECTIONS or 1013   OPAC DISBURSEMENTS or 1014   OPAC COLLECTIONS or 1015   NON 224 CASH and Fund = ABCO and Treasury Symbol = 12F3875 and Beginning Fiscal Year = 2003

USDA Line Number	GL Account Title	Account Number	Accounting Period	Fund Category	Vendor Type	Amount
01	SF-224 DISBURSEMENTS	1011	0301	D	C	$8,635.43
01	SF-224 DISBURSEMENTS	1011	0302	D	C	($8,504.09)
01	SF-224 DISBURSEMENTS	1011	0303	D	C	($131.34)
01	OPAC COLLECTIONS	1014	0301	D	C	($1,955.09)
01	OPAC COLLECTIONS	1014	0303	D	C	($4,000.00)
				USDA Line Number Total:		**($5,955.09)**
				Department Total:		**($5,955.09)**

For Official Use Only

Figure 62. FSDW Crosswalk Trial Balance report (wtih criteria)
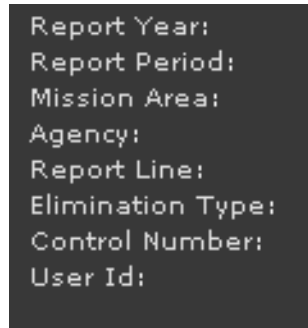
Field Instructions:

Financial Statement   Click this field to indicate the type of financial statement to be displayed on the report. Valid values are **Balance Sheet**, **Statement Of Budgetary Resources**, **Statement Of Net Cost**, **Statement Of Changes In Net Position**, or **Statement Of Financing**. This field defaults to **Balance Sheet**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

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Report Year	Click this field to indicate the year to be displayed on the report. The last two positions of the year are displayed in this field. The four-position year is displayed on the report. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.
Report Period	Click this field to indicate the time period to be displayed on the report. The ending date of the period is displayed on the report. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.
Mission Area	Click this field to select the mission area to be displayed on the report. If this field is completed, the Agency and POD fields must be left blank. If you make a selection in this field, and there is already criteria in the Agency or POD field, the criteria in the Agency or POD field will be deleted. Multiple or block selections are available in this field. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.
Agency	Click this field to select the agency to be displayed on the report. Both the agency code and the literal are displayed in this field. The literal is displayed on the report. If this field is completed, the Mission Area and POD fields must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area or POD field, the criteria in the Mission Area or POD field will be deleted. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.
POD	Click this field to select the POD to be displayed on the report. If this field is completed, the Mission Area and Agency fields must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area or Agency field, the criteria in the Mission Area or Agency field will be deleted.
Report Line	Click this field to indicate the report line to be displayed on the report. Valid values are `01–28`. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.
GL Account	Click this field to indicate the GL code to be displayed on the report. Both the four-digit code and the literal for the code are displayed on the report. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.
Fund	Click this field to indicate the fund to be displayed on the report. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.
Treasury Symbol	Click this field to indicate the treasury symbol to be displayed on the report. Both the code and the definition are displayed in this field. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

FSDW Eliminations Report

The FSDW Eliminations report (**Figure 63**) is displayed when you select **FSDW Eliminations Report** on the Financial Reports (**Figure 49**) menu. This report contains data from FFIS.

Figure 63. FSDW Eliminations report

After running the FSDW Eliminations report (**Figure 63**), the FSDW Eliminations report (with criteria) (**Figure 64**) is displayed.

Figure 64. FSDW Eliminations report (with criteria)

Field Instructions:

Report Year   Click this field to indicate the year to be displayed on the report. The last two positions of the year are displayed in this field. The four-position year is displayed on the report.

Report Period   Click this field to indicate the time period to be displayed on the report. The ending date of the period is displayed on the report.
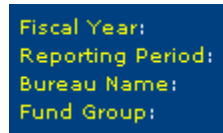
Mission Area   Click this field to select the mission area to be displayed on the report. If this field is completed, the Agency Field must be left blank. If you make a selection in this field, and there is already criteria in the Agency field, the criteria in the Agency field will be deleted. Multiple or block selections are available in this field.

Agency   Click this field to select the agency to be displayed on the report. Both the
                         agency code and the literal are displayed in this field. The literal is displayed on
                         the report. If this field is completed, the Mission Area field must be left blank.
                         If you make a selection in this field, and there is already criteria in the Mission
                         Area field, the criteria in the Mission Area field will be deleted.

Report Line   Click this field to indicate the report line to be displayed on the report.

Elimination Type   Click this field to indicate the elimination type to be displayed on the report.
                         The two-position code is displayed on the report.

Control Number   Click this field to indicate the control number to be displayed on the report.

User ID   Click this field to indicate the user ID to be displayed on the report.

▶FSDW Facts I File

The FSDW Facts I File report (**Figure 65**) is displayed when you select ***FSDW Facts I File*** on the Financial Reports (**Figure 49**) menu. This report downloads FSDW Facts I data into an Excel spreadsheet. Data for this report is obtained from the Intradepartmental Transactions Reconciliation (ITRS) FSDW LoadAll table.

Fiscal Year:
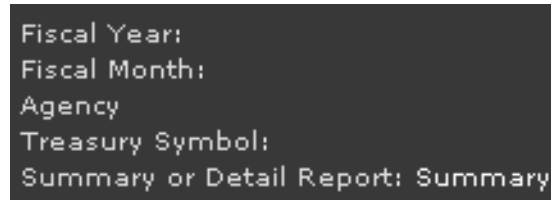Reporting Period:
Bureau Name:
Fund Group:

Figure 65. Facts I report

Field Instructions:

Fiscal Year   Click this field to indicate the fiscal year to be displayed on the report. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Reporting Period   Click this field to indicate the reporting period to be displayed on the report. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Bureau Name   Click this field to indicate the Bureau Name to be displayed on the report. After making your selection, click **[Back]** to return to the report.

Fund Group   Click this field to indicate the reporting period to be displayed on the report. After making your selection, click **[Back]** to return to the report.◀

FSDW FMS2108

The FSDW FMS2108 report (**Figure 66**) is displayed when you select **FSDW FMS2108** on the Financial Reports (**Figure 49**) menu. This report contains financial data from FFIS and is updated monthly.

```
Fiscal Year:
Fiscal Month:
Agency
Treasury Symbol:
Summary or Detail Report: Summary
```

Figure 66. FSDW FMS2108 report

After running the FMS2108 report (**Figure 66**), the FSDW FMS2108 report (with criteria) (**Figure 67**) is displayed.

United States Department of Agriculture
Federal Agencies Centralized Trial Balance System II
FMS 2108 Year-End Closing Statement
For the Period Ending September 30, 2003

Agency: Risk Management Agency (08)
Treasury Symbol: 1232707

Description	Total
2. Preclosing Unexpended Balance	0.00
3. Increases and Rescissions	0.00
4. Unobligated and Obligated Balance Withdrawn/Canceled	0.00
5. Postclosing Unexpended Balance	16,895,079.20
6. Other Authorizations	0.00
7. Reimbursements Earned and Refunds	0.00
8. Unfilled Customer Orders	0.00
9. Undelivered Orders and Contracts	13,930,906.00
10. Accounts Payable and Other Liabilities	2,932,082.77
11. Unobligated Balance	32,090.43

Figure 67. FSDW FMS2108 report (with criteria)

Field Instructions

Fiscal Year

Click this field to select the applicable fiscal year to be displayed on the report. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Fiscal Month

Click this field to select the applicable reporting period to be displayed on the report. After making your selection, click **[Done]** `[Done]` , **[Cancel]**, or **[Reset]**, as applicable.

Agency

Click this field to select the applicable agency to be displayed on the report. The agencies are listed alphabetically. The default for this field is **All**. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Treasury Symbol

Click this field to select the applicable treasury symbol to be displayed on the report. The default for this field is **All**. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Summary Or Detail Report

Click this field to select whether you want the report summarized into one report or in detail reports. The default for this field is `Summary`. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

FSDW Financial Statement Consistency Report

The FSDW Financial Statement Consistency report (**Figure 69**) is displayed when you select **FSDW Financial Statement Consistency** on the Financial Reports (**Figure 49**) menu. This report contains data from FFIS.

Figure 68. FSDW Financial Statement Consistency report

After running the FSDW Financial Statement Consistency report (**Figure 69**), the FSDW Financial Statement Consistency report (with criteria) (**Figure 70**) is displayed.

Figure 69. FSDW Financial Statement Consistency report (with criteria)

Figure 70. FSDW Financial Statement Consistency report (with criteria)

Field Instructions:

Report Year	Click this field to indicate the year to be displayed on the report. The last two positions of the year are displayed in this field. The four-position year is displayed on the report. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.
Report Period	Click this field to indicate the time period to be displayed on the report. The ending date of the period is displayed on the report. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Mission Area   Click this field to select the mission area to be displayed on the report. If this field is completed, the Agency and POD fields must be left blank. If you make a selection in this field, and there is already criteria in the Agency or POD field, the criteria in the Agency or POD field will be deleted. Multiple or block selections are available in this field. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Agency   Click this field to select the agency to be displayed on the report. Both the agency code and the literal are displayed in this field and on the report. If this field is completed, the Mission Area and POD fields must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area or POD field, the criteria in the Mission Area or POD field will be deleted. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

POD   Click this field to select the POD to be displayed on the report. If this field is completed, the Mission Area and Agency fields must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area or Agency field, the criteria in the Mission Area or Agency field will be deleted.

GL Account   Click this field to indicate the GL code to be displayed on the report. The four-position code and the literal are both displayed in this field. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Fund   Click this field to indicate the fund to be displayed on the report. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Treasury Symbol   Click this field to indicate the treasury symbol to be displayed on the report. The code is displayed in this field. After making your selection, click **[Done]**,**[Cancel]** , or **[Reset]**, as applicable.

Include Eliminations Click this field to indicate whether or not to include eliminations. Valid values are `Yes` and `No`. This field defaults to `No`. After making your selection, click **[Done]** or **[Reset]**, as applicable.

FSDW GL Account Trial Balance

The FSDW GL Account Trial Balance report (**Figure 71**) is displayed when you select *FSDW GL Account Trial Balance* on the Financial Reports (**Figure 49**) menu. This report contains data from the FFIS database.

Report Year:
Report Period:
Mission Area:
Agency:
POD:
GL Account:
Fund:
Treasury Symbol:

Figure 71. FSDW GL Account Trial Balance report

After running the FSDW GL Account Trial Balance report (**Figure 71**), the FSDW GL Account Trial Balance report (with criteria) (**Figure 72**) is displayed.

DGLR Run Date:1/23/2004

U.S. Department of Agriculture
Department GL Account Trial Balance Report
Period Ending December 31, 2001
GL Account = 1011 SF-224 DISBURSEMENTS

GL Account	GL Account Name	Amount
1011	SF-224 DISBURSEMENTS	($4,482,646,647.04)
	Department Total:	($4,482,646,647.04)

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Figure 72. FSDW GL Account Trial Balance report (with criteria)

Field Instructions:

Report Year

Click this field to indicate the year to be displayed on the report. The last two positions of the year are displayed in this field. The four-position year is displayed on the report.

Report Period

Click this field to indicate the time period to be displayed on the report. Valid values are `00-17`.

Mission Area

Click this field to select the mission area to be displayed on the report. If this field is completed, the Agency and POD fields must be left blank. If you make a selection in this field, and there is already criteria in the Agency or POD field, the criteria in the Agency or POD field will be deleted. Multiple or block selections are available in this field.

Agency   Click this field to select the agency to be displayed on the report. Both the
                              agency code and the literal are displayed in this field and on the report. If this
                              field is completed, the Mission Area and POD fields must be left blank. If you
                              make a selection in this field, and there is already criteria in the Mission Area or
                              POD field, the criteria in the Mission Area or POD field will be deleted.

POD   Click this field to select the POD to be displayed on the report. If this field is
                              completed, the Mission Area and Agency fields must be left blank. If you make
                              a selection in this field, and there is already criteria in the Mission Area or
                              Agency field, the criteria in the Mission Area or Agency field will be deleted.

GL Account   Click this field to indicate the GL code to be displayed on the report. Both the
                              four-position code and the literal are displayed in this field.

Fund   Click this field to indicate the fund to be displayed on the report.

Treasury Symbol   Click this field to indicate the treasury symbol to be displayed on the report.
                              Both the code and the definition are displayed in this field.

FSDW Preliminary Financial Statements

The FSDW Preliminary Financial Statements report (**Figure 73**) is displayed when you select ***FSDW Preliminary Financial Statements*** on the Financial Reports (**Figure 49**) menu. This report contains data from the FFIS database.

Figure 73. FSDW Preliminary Financial Statements report

After running the FSDW Preliminary Financial Statements report (**Figure 73**), the FSDW Preliminary Financial Statements report (with criteria) (**Figure 74**) is displayed.

Figure 74. FSDW Preliminary Financial Statements report (with criteria)

Field Instructions:

Financial Statement

Click this field to indicate the type of financial statement to be displayed on the report. Valid values are **Balance Sheet**, **Statement Of Budgetary Resources**, **Statement Of Net Cost**, **Statement Of Changes In Net Position**, or **Statement Of Financing**. This field defaults to **Balance Sheet**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Report Year   Click this field to indicate the year to be displayed on the report. The last two positions of the year are displayed in this field. The four-position year is displayed on the report. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Report Period   Click this field to indicate the time period to be displayed on the report. The ending date of the period is displayed on the report. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Mission Area   Click this field to select the mission area to be displayed on the report. If this field is completed, the Agency and POD fields must be left blank. If you make a selection in this field, and there is already criteria in the Agency or POD field, the criteria in the Agency or POD field will be deleted. Multiple or block selections are available in this field. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Agency   Click this field to select the agency to be displayed on the report. Both the agency code and the literal are displayed in this field. The literal is displayed on the report. If this field is completed, the Mission Area and POD fields must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area or POD field, the criteria in the Mission Area or POD field will be deleted. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

POD   Click this field to select the POD to be displayed on the report. If you make a selection in this field, the Mission Area and Agency fields must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area or Agency field, the criteria in the Mission Area and Agency fields will be be deleted.

Fund   Click this field to indicate the fund to be displayed on the report. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Treasury Symbol   Click this field to indicate the treasury symbol to be displayed on the report. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

FSDW SF133

The FSDW SF133 report (**Figure 75**)is displayed when you select ***FSDW SF133*** on the Financial Reports (**Figure 49**) menu. This report contains financial data from FFIS and is updated monthly.

Fiscal Year:
Fiscal Month:
Agency
Treasury Symbol:
Summary or Detail Report: Summary

Figure 75. FSDW SF133 report

After running the FSDW SF133 report (**Figure 75**), the FSDW SF133 report (with criteria) (**Figure 76**) is displayed.

United States Department of Agriculture
Federal Agencies Centralized Trial Balance System II
SF 133 Report on Budget Execution and Budgetary Resources
For the Period Ending September 30, 2003

Agency: Office Of The Chief Fin Ofc (90)
Treasury Symbol: 12X0115

Description	Total
Budgetary Resources	
1. Budget Authority:	
A. Appropriation	0.00
B. Borrowing Authority	0.00
C. Contract Authority	0.00
D. Net Transfers (+ or -)	0.00
E. Other	0.00
2. Unobligated Balance:	
A. Brought Forward, October 1 (+ or -)	37,762,450.02
B. Net Transfers, Actual (+ or -)	0.00
C. Anticipated Transfers Balances (+ or -)	0.00
3. Spending Authority From Offsetting Collections:	
A. Earned:	
1. Collected	1,291,905.19
2. Receivable from Federal Sources	4,042,544.49
B. Change in Unfilled Customers Orders:	
1. Advance Received	0.00
2. Without Advance From Federal Sources	8,171,905.93
C. Anticipated For Rest of Year, Without Advances:	0.00
D. Transfers From Trust Funds:	
1. Collected	0.00
2. Anticipated	0.00
4. Recoveries of Prior-Year Obligations:	
A. Actual	38,695.26
B. Anticipated	0.00
5. Temporarily Not Available Pursuant to Public Law: (-)	0.00
6. Permanently Not Available:	
A. Cancellations of Expired and No-Year Accounts (-)	0.00
B. Enacted Rescissions (-)	0.00
C. Capital Transfers and Redemption of Debt	0.00
D. Other Authority Withdrawn (-)	0.00
E. Pursuant to Public Law (-) (-)	0.00
F. Anticipated Rest of Year (-)	0.00
7. Total Budgetary Resources	51,307,500.89

```
                        Status of Budgetary Resources
  8. Obligations Incurred:
        A. Direct:
           1. Category A                                          0.00
           2. Total, Category B                          28,032,340.72
           3. Exempt from Apportionment                           0.00
        B. Reimbursable:
           1. Category A                                          0.00
           2. Category B                                  13,418,522.61
           3. Exempt From Apportionment                           0.00
  9. Unobligated Balance:
        A. Apportioned
           1. Balance Currently Available                 9,895,336.88
           2. Anticipated (+ or -)                                0.00
        B. Exempt From Apportionment                              0.00
        C. Other Available                                        0.00
 10. Unobligated Balance Not Available:
        A. Apportioned For Subsequent Periods                     0.00
        B. Deferred                                               0.00
        C. Withheld Pending Rescission                            0.00
        D. Other                                            -38,699.32
 11. Total Status of Budgetary Resources               51,307,500.89


                      Relation of Obligations to Outlays
 12. Obligated Balance, Net as of October 1            38,642,106.27
 13. Obligated Balance Transferred, Net (+ or -)                 0.00
 14. Obligated Balance, Net, End of Period
        A. Accounts Receivable (-)                        -6,101,501.99
        B. Unfilled Customer Orders From Federal Sources (-) -9,337,125.29
        C. Undelivered Orders (+)                         39,909,228.89
        D. Accounts Payable (+)                            1,489,497.20
 15. Outlays:
        A. Disbursements (+)                              41,879,725.11
        B. Collections (-)                                -1,291,905.19
```
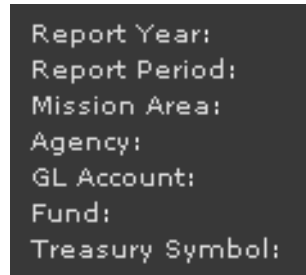
Figure 76. FSDW SF133 report

Field Instructions

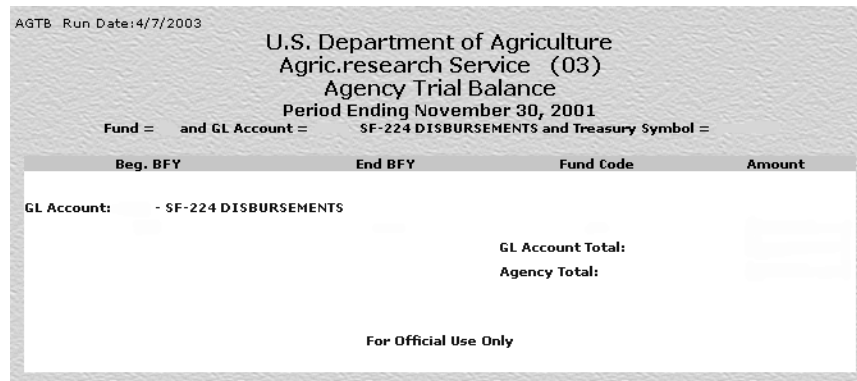|	
Fiscal Year	Click this field to select the applicable fiscal year to be displayed on the report. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.
Fiscal Month	Click this field to select the applicable reporting period to be displayed on the report. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.
Agency	Click this field to select the applicable agency to be displayed on the report. The available agencies are listed in alphabetical order. The default for this field is `All`. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.
Treasury Symbol	Click this field to select the applicable treasury symbol to be displayed on the report. The default for this field is `All`. After making your selection, click **[Done]**, **[Cancel][Reset]**, or **[Reset]**, as applicable.
Summary Or Detail Report	Click this field to select whether you want the report summarized into one report or in detail reports. The default for this field is `Summary`. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

FSDW Trial Balance

The FSDW Trial Balance report (**Figure 77**) is displayed when you select ***FSDW Trial Balance*** on the Financial Reports (**Figure 49**) menu. This report contains data from the FFIS database.

Figure 77. FSDW Trial Balance report

After running the FSDW Trial Balance report (**Figure 77**), the FSDW Trial Balance (with criteria) (**Figure 78**) is displayed.

Figure 78. FSDW Trial Balance report (with criteria)

Field Instructions:

Report Year	Click this field to indicate the year to be displayed on the report. The last two positions of the year are displayed in this field. The four-position year is displayed on the report.
Report Period	Click this field to indicate the time period to be displayed on the report. The ending date of the period is displayed on the report. Valid values are $00-17$.
Mission Area	Click this field to select the mission area to be displayed on the report. If this field is completed, the Agency Field must be left blank. If you make a selection in this field, and there is already criteria in the Agency field, the criteria in the Agency field will be deleted. Multiple or block selections are available in this field.

Agency

Click this field to select the agency to be displayed on the report. Both the agency code and the literal are displayed in this field and on the report. If this field is completed, the Mission Area field must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area field, the criteria in the Mission Area field will be deleted.

GL Account

Click this field to indicate the GL code to be displayed on the report. Both the GL code and the literal are displayed in this field. The code is displayed on the report.

Fund

Click this field to indicate the fund to be displayed on the report. The code is displayed in this field and on the report.

Treasury Symbol

Click this field to indicate the treasury symbol to be displayed on the report. The code is displayed in this field.

FSDW Trial Balance By Treasury Symbol

The FSDW Trial Balance By Treasury Symbol report (**Figure 79**) is displayed when you select *FSDW Trial Balance By Treasury Symbol* on the Financial Reports (**Figure 49**) menu. This report contains financial data from FFIS.

Figure 79. FSDW Trial Balance By Treasury Symbol report

After running the FSDW Trial Balance by Treasury Symbol report (**Figure 79**), the FSDW Trial Balance by Treasury Symbol report (with criteria) (**Figure 80**) is displayed.

Figure 80. FSDW Trial Balance By Treasury Symbol report (with criteria)

Field Instructions:

Report Year Click this field to indicate the year to be displayed on the report. The last two positions of the year are displayed in this field. The four-position year is displayed on the report.

Report Period Click this field to indicate the time period to be displayed on the report. The ending date of the period is displayed on the report.

Mission Area   Click this field to select the mission area to be displayed on the report. If this field is completed, the Agency and POD fields must be left blank. If you make a selection in this field, and there is already criteria in the Agency or POD field, the criteria in the Agency or POD field will be deleted. Multiple or block selections are available in this field. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Agency   Click this field to select the agency to be displayed on the report. Both the agency code and the literal are displayed in this field. The literal is displayed on the report. If this field is completed, the Mission Area and POD fields must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area or POD field, the criteria in the Mission Area or POD field will be deleted. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

POD   Click this field to select the POD to be displayed on the report. If you make a selection in this field, the Mission Area and Agency fields must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area or Agency field, the criteria in the Mission Area and Agency fields will be be deleted.

GL Account   Click this field to indicate the GL code to be displayed on the report. Both the four-digit code and the literal for the code are displayed on the report. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Fund   Click this field to indicate the fund to be displayed on the report. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Treasury Symbol   Click this field to indicate the treasury symbol to be displayed on the report. The code is displayed in this field.

SF 2812

The SF 2812 report (**Figure 81**) is displayed when you select **SF 2812** on the Financial Reports (**Figure 49**) menu. This report displays the biweekly withholding and contribution amounts for health benefits, life insurance, and retirement. This data is displayed by payroll office. This report contains data from the Payroll/Personnel database and is updated biweekly.
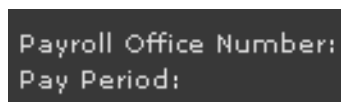

Figure 81. SF−2812 report

After running the SF−2812 report (**Figure 81**), the SF−2812 report (with criteria) (**Figure 82**) is displayed.

REPORT OF WITHHODINGS AND CONTRIBUTIONS FOR HEALTH BENEFITS, LIFE INSURANCE AND RETIREMENT				Iteragency Report No. 1064-OPM-AR
Address (Including Department, Bureau, Location and Zip Code)		Payroll Office Number	Report Number	
		Month Reported on Statement of Transactions	Date Payroll Paid	
Telephone Number (including Area Code)		Pay Period		
		From	To	
To:		☐ Check Attached ☐ Credit to OPM Receipt Account (24x8135.8)	Agency Account Charged	
		I Certify that the items listed herein are correct and the amount is available to be credited to the OPM receipt account.		
		Signature of Authorized Administrative or Certifying Officer	Date	
Benefit Category	**Withholdings**	**Contributions**		**Total**
LIFE INSURANCE				
Basic Life				
Standard--Option A				
Additional--Option B				
Family--Option C				
Post-Retirement				
Total Life Insurance				

Figure 82. SF−2812 report (with critieria)

Field Instructions:

Payroll Office Number   Click this field to indicate the payroll office number to be displayed on the report. Multiple or block selections are not allowed in this field.

Pay Period   Click this field to indicate the pay period to be displayed on the report. The pay period is displayed by year and pay period number. Multiple or block selections are not allowed in this field.

SF−224 Abstract Of Trans (SCAP5D)

The SF−224 Abstract of Trans (SCAP5D) report (**Figure 83**) is displayed when you select **SF−224 Abstract Of Trans (SCAP5D)** on the Financial Reports (**Figure 49**) menu. This report contains a list of the receipts and disbursements sorted by agency, accounting station, and treasury symbol. This report is used by the agency to control funds. This report is reconciled against the SF−224, Statement of Transactions, and the GL. This report is due at the agency the fifth workday subsequent to the end of the reporting month. Data for this report is obtained from NFC's Central Accounting System and is updated monthly.

Figure 83. SF−224 Abstract Of Trans (SCAP5D) report

After running the SF−224 Abstract Of Trans (SCAP5D) report (**Figure 83**), the SF−224 Abstract Of Trans (SCAP5D) (with criteria) (**Figure 84**) is displayed.

U. S. DEPARTMENT OF AGRICULTURE
NATIONAL FINANCE CENTER
SF-224 Abstract Of Transactions
Scap5D Attachment I
Accounting Month: AUG 31, 2001
RUN DATE 08/13/2002
Accounting Station = 0010 And Appropriation / Receipt Symbol = 12x0500 And Schedule Number = 128343 And Date Paid = 8/27

Agency Name	Agency / Accounting station	Appropriation Fund or Receipts Symbol	Schedule Number	Date Paid	Receipts
COMMODITY CREDIT CORP	04 0010	12X0500	128343	8/27/01	$0.00
	APPROPRIATION TOTAL				$0.00
DISBURSEMENT TOTAL					$0.00

Figure 84. SF−224 Abstract Of Trans (SCAP5D) report (with criteria)

Field Instructions:

Agency

This field is only available to users with multi-agency access. Click this field to select the applicable agency. Both the 2-character agency code and the literal are displayed on this field. The default for this field is **All**. Multiple or block selections are available in this field.

Accounting Month

Click this field to indicate the month to be included on the report. This field is arranged in month order (not year order) with both the previous and current year listed for each month. Be sure to indicate the correct year when selecting the applicable month(s) to be displayed on the report. The default for this field is **All**. Click this field to indicate the month to be included on the report.

Accounting Station

Click this field to indicate the accounting station to be included on the report. The 4-digit accounting station code is displayed in this field. The default for this field is **All**. Multiple or block selections are available in this field.

Appropriation Fund/Receipt Symbol

Click this field to indicate the appropriation fund to included in the report. The default for this field is **All**. Multiple or block selections are available in this field.

Schedule Number

Click this field to indicate the schedule number to be included in the report. The default for this field is **All**. Multiple or block selections are available in this field.

Date Paid

Click this field to indicate the date to be included in the report. The default for this field is **All**. Multiple or block selections are available in this field.

Statement Of Earnings And Leave

The Statement Of Earnings And Leave report (**Figure 85**) is displayed when you select **Statement Of Earning And Leave** on the Financial Reports (**Figure 49**) menu. This report displays an employee's Statement of Earnings and Leave. This data is displayed by the employee's Personnel office. This report contains data from the Payroll/Personnel database and is updated biweekly.

Figure 85. Statement Of Earnings And Leave

After running the Statement of Earnings And Leave report (**Figure 86**), an employee's Statement of Earnings and Leave (with criteria) (**Figure 87**) is displayed.

Figure 87. Statement Of Earnings And Leave (with criteria)

Field Instructions:

Employee Social Security Number

Click this field to type the employee's social security number. After typing the social security number, click **[Done]**.

Active Employee Search By Last Name   Click this field to type the last name of the employee. After typing the last name, click **[Done]**. A list of employees with that last name is displayed. Select the applicable employee and click **[Done]**. After clicking **[Done]**, the Payroll Pay Period field is displayed.

Payroll Pay Period   Click this field to select the applicable pay period for the earnings statement to be displayed.. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

W2 Wage And Tax Statement

The W2 Wage And Statement report (**Figure 88**) is displayed when you select ***W2 Wage And Tax Statement*** on the Financial Reports (**Figure 49**) menu. This report displays an employee's IRS Form W–2, Wage And Tax Statement. This data is displayed by the employee's Personnel office. This report contains data from the Payroll/Personnel database and is updated biweekly.

Figure 88. W2 Wage And Tax Statement

After running the W2 Wage And Tax Statement report (**Figure 88**), the employee's IRS Form W2 Wage And Tax Statement (with criteria) (**Figure 89**) is displayed.

Figure 89. W2 Wage And Tax Statement

Field Instructions:

Employee Social Security Number
Click this field to type the employee's social security number. After typing the social security number, click **[Done]**.

Active Employee Search By Last Name
Click this field to type the last name of the employee. After typing the last name, click **[Done]**. A list of employees with that last name is displayed. Select the applicable employee and click **[Done]**. After clicking **[Done]**, the Payroll Pay Period field is displayed.

Year   Click this field to select the applicable year for the IRS Form W2, Wage And
                            Tax Statement, to be run. A list of available years is displayed. After making
                            your selection, click **[Done]**.

Running Personnel Action Reports

The Personnel Action Reports menu (**Figure 90**) contains the following reports:

        All Actions

        All Actions Minority Profile

        Hires

        Hires Minority Profile

        Promotions

        Promotions Minority Profile

        Separations

        Separations Minority Profile

Figure 90. Personnel Action Reports menu

All Actions

The All Actions report (**Figure 91**) is displayed when you select **All Actions** on the Personnel Actions Reports menu (**Figure 90**). This report contains a count of nature of actions (NOAs) for an organization. Data for this report is obtained from the Personnel History database and is updated biweekly.

Figure 91. All Actions report

After running the All Actions report (**Figure 91**), the All Actions report (with criteria) (**Figure 92**) is displayed.

Figure 92. All Actions report (with criteria)

Field Instructions:

Organizational Structure Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Personnel Office Identifier Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.

Nature Of Actions Click this field to indicate the NOA to be displayed on the report. The 3-digit NOA and the literal are both displayed in this field. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Pay Plan Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either `Blue Collar (DOC Only)` or `Pay Bands (DOC Only)`. If you select either `Blue Collar (DOC Only)` or `Pay Bands (DOC Only)`, you can select *Pay Plan Groupings Include* for a list of what is contained in these two classifications. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupational Series Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Grade Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupation (PATCO) Click this field to indicate the applicable job code to be displayed on the report. Valid values are `Professional`, `Administrative`, `Technical`, `Clerical`, `Other`, and `Blue collar`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Supervisory Status   Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are `Supervisor`, `Supervisor/ Manager`, `Management`, `Supervisor (CSRA)`, `Management (CSRA)`, `Leader`, and `Non-Supervisory`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (State)   Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Employment Type (PFT)   Click this field to indicate the full-time or part-time status of the employee. You can select *Employment Types Include* for definitions of the various employment types. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Age   Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Disability Code   Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select *Targeted Disabilities Include* for definitions of the various handicap types. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Gender   Click this field to indicate the gender to be displayed on the report. Valid values are `Male` and `Female`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Race And National Origin Click this field to indicate the RNO to be displayed on the report. Valid values are `Asian/Pacific Islander`, `Black`, `Hispanic`, `American Indian/Alaskan Native`, `White`, and `Other`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Education Level   Click this field to indicate the education level to be displayed on the report. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Length Of Service

Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Time Frame

Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Sort By:

Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **Organization**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Report As Chart Or Graph

Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **Chart** and **Graph**. The default for this field is **Chart**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

All Actions Minority Profile

The All Actions Minority Profile report (**Figure 93**) is displayed when you select **All Actions Minority Profile** on the Personnel Actions Reports menu (**Figure 90**). This report contains a count of NOAs for an organization on the basis of race, sex, and national origin. Data for this report is obtained from the Personnel History database and is updated biweekly.

Figure 93. All Actions Minority Profile report

After running the All Actions Minority Profile report (**Figure 93**), the All Actions Minority Profile report (with criteria) (**Figure 94**) is displayed.

U.s. Department Of Agriculture
Personnel Actions Minority Profile By Org
Calendar Year = 2003 and Personnel Office Identifier = 5317 – USDA – OCFO – NFC (NEW ORLEANS, LA) (AG90) and Pay Plan = GS and Occ Ser = 0343 – MANAGEMENT AND PROGRAM ANALYSIS and Gender = Female or Male and Supervisory Status = Non-Supervisory and Grade = 11 and Location (State) = Louisiana and PATCO = Professional or Administrative and Employment Type = Permanent Full-Time and Age >= 20 Years Old
By Org

Org	Total	Women	Minorities	Black Men	Black Women	Hispanic Men	Hispanic Women	Asian Amer./Pacific Isl Men	Asian Amer./Pacific Isl Women	Amer Ind/ Alaskan Nat Men	Amer Ind/ Alaskan Nat Women	White Men	White Women	Un-disclosed Men	Un-disclosed Women
Off Of The Chief Fnancl Offcr	76	61	46	10	33	.	3	.	.	.	.	5	25	.	.
%		80.3	60.5	13.2	43.4	.	3.9	.	.	.	.	6.6	32.9	.	.
Total	76	61	46	10	33	.	3	.	.	.	.	5	25	.	.
%		80.3	60.53	13.2	43.4	.	3.9	.	.	.	.	6.6	32.9	.	.

Total U.S. DEPARTMENT OF AGRICULTURE Actions: 139553

Figure 94. All Actions Minority Profile report (with criteria)

Field Instructions:

Organizational Structure Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Personnel Office Identifier Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.

Nature Of Actions Click this field to indicate the NOA to be displayed on the report. The 3-digit NOA and the literal are both displayed in this field. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Pay Plan Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either `Blue Collar (DOC Only)` or `Pay Bands (DOC Only)`. If you select either `Blue Collar (DOC Only)` or `Pay Bands (DOC Only)`, you can select *Pay Plan Groupings Include* for a list of what is contained in these two classifications. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupational Series Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Grade Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupation (PATCO) Click this field to indicate the applicable job code to be displayed on the report. Valid values are `Professional`, `Administrative`, `Technical`, `Clerical`, `Other`, and `Blue collar`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Supervisory Status	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are `Supervisor`, `Supervisor/Manager`, `Management`, `Supervisor (CSRA)`, `Management (CSRA)`, `Leader`, and `Non-Supervisory`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (State)	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Employment Type (PFT)	Click this field to indicate the full-time or part-time status of the employee. You can select *Employment Types Include* for definitions of the various employment types. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select *Targeted Disabilities Include* for definitions of the various handicap types. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Gender	Click this field to indicate the gender to be displayed on the report. Valid values are `Male` and `Female`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Race And National Origin	Click this field to indicate the RNO to be displayed on the report. Valid values are `Asian/Pacific Islander`, `Black`, `Hispanic`, `American Indian/Alaskan Native`, `White`, and `Other`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Length Of Service   Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Time Frame   Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Sort By: Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **Organization**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Report As Chart Or Graph   Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **Chart** and **Graph**. The default for this field is **Chart**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Hires

The Hires report (**Figure 95**) is displayed when you select *Hires* on the Personnel Actions Reports menu (**Figure 90**). This report contains a count of new hires in an organization. These are employees with a `100 series (1xx)`, `953`, or `955` nature of action (NOA) code. Data from this report is obtained from the Personnel History database and is updated biweekly.

Figure 95. Hires report

After running the Hires report (**Figure 95**), the Hires report (with criteria) (**Figure 96**) is displayed.

Figure 96. Hires report (with critieria)

Field Instructions:

Organizational Structure
Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Personnel Office Identifier
Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.

Nature Of Actions (For New Hires)
Click this field to indicate the NOA to be displayed on the report. The 3-digit NOA and the literal are both displayed in this field. The NOA for this report is an NOA with a `100 series`, `953`, or `955`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Pay Plan
Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either `Blue Collar (DOC Only)` or `Pay Bands (DOC Only)`. If you select either `Blue Collar (DOC Only)` or `Pay Bands (DOC Only)`, you can select *Pay Plan Groupings Include* for a list of what is contained in these two classifications. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupational Series
Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Grade
Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupation (PATCO)
Click this field to indicate the applicable job code to be displayed on the report. Valid values are `Professional`, `Administrative`, `Technical`, `Clerical`, `Other`, and `Blue collar`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Supervisory Status
Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are `Supervisor`, `Supervisor/ Manager`, `Management`, `Supervisor (CSRA)`, `Management (CSRA)`, `Leader`, and `Non-Supervisory`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (State)
Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Employment Type (PFT)
Click this field to indicate the full-time or part-time status of the employee. You can select *Employment Types Include* for definitions of the various employment types. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Age
Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Disability Code
Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select *Targeted Disabilities Include* for definitions of the various handicap types. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Gender
Click this field to indicate the gender to be displayed on the report. Valid values are `Male` and `Female`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Race And National Origin
Click this field to indicate the RNO to be displayed on the report. Valid values are `Asian/Pacific Islander`, `Black`, `Hispanic`, `American Indian/Alaskan Native`, `White`, and `Other`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Education Level
Click this field to indicate the education level to be displayed on the report. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Length Of Service   Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Time Frame   Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Sort By: Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **Organization**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Report As Chart Or Graph   Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **Chart** and **Graph**. The default for this field is **Chart**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Hires Minority Profile

The Hires Minority Profile report (**Figure 97**) is displayed when you select **Hires Minority Profile** on the Personnel Actions Reports menu (**Figure 90**). This report contains a count of new hires in an organization distributed across sex and RNO (NOAs `100 Series (1xx)`, `953`, or `955`). This data is obtained from the Personnel History database and is updated biweekly.

Figure 97. Hires Minority Profile report

After running the Hires Minority Profile report (**Figure 97**), the Hires Minority Profile report (with criteria) (**Figure 98**) is displayed.

Appalachian Regional Commission
Separations Minority Profile By Org
Calendar Year = 2003 and Personnel Office Identifier = 4016 - APPAL REG COMM-HRO RM 721 (WASHINGTON, DC) (AP66) and Pay Plan = GS and RNO = Asian/ Pacific Islander or Black or Hispanic or American Indian/ Alaskan Native or White or Other and Gender = Female or Male and Supervisory Status = Non-Supervisory and Location (State) = Dist of Columbia and PATCO = Professional or Administrative or Technical or Clerical or Other or Blue Collar and Employment Type = Permanent Employees and Age >= 20 Years Old and Length of Service >= 5 years
By Org

Org	Total	Women	Minorities	Black		Hispanic		Asian Amer./Pacific Isl		Amer Ind/ Alaskan Nat		White		Un-disclosed	
				Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
Appalachian Regional Comm	1	1	.	.	.	.	.	.	.	.	.	.	1	.	.
%		100	.	.	.	.	.	.	.	.	.	.	100	.	.
Total	1	1	.	.	.	.	.	.	.	.	.	.	1	.	.
%		100	.	.	.	.	.	.	.	.	.	.	100	.	.

Total APPALACHIAN REGIONAL COMMISSION Population: 1 (which includes employees that have not designated a Race and National Origin)

Figure 98. Hires Minority Profile report (with criteria)

Field Instructions:

Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.
Nature Of Actions (For New Hires)	Click this field to indicate the NOA to be displayed on the report. The 3-digit NOA and the literal are both displayed in this field. The NOA for this report is any NOA with a `100 series`, `953`, or `955`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Pay Plan	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either `Blue Collar (DOC Only)` or `Pay Bands (DOC Only)`. If you select either `Blue Collar (DOC Only)` or `Pay Bands (DOC Only)`, you can select *Pay Plan Groupings Include* for a list of what is contained in these two classifications. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Occupational Series	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Grade	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Occupation (PATCO)	Click this field to indicate the applicable job code to be displayed on the report. Valid values are `Professional`, `Administrative`, `Technical`, `Clerical`, `Other`, and `Blue collar`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Supervisory Status   Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are `Supervisor`, `Supervisor/ Manager`, `Management`, `Supervisor (CSRA)`, `Management (CSRA)`, `Leader`, and `Non-Supervisory`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (State)   Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Employment Type (PFT)   Click this field to indicate the full-time or part-time status of the employee. You can select *Employment Types Include* for definitions of the various employment types. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Age   Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Disability Code   Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select *Targeted Disabilities Include* for definitions of the various handicap types. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Gender   Click this field to indicate the gender to be displayed on the report. Valid values are `Male` and `Female`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Race And National Origin Click this field to indicate the RNO Code to be displayed on the report. Valid values are `Asian/Pacific Islander`, `Black`, `Hispanic`, `American Indian/Alaskan Native`, `White`, and `Other`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Education Level   Click this field to indicate the education level to be displayed on the report. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Length Of Service   Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Time Frame   Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Sort By: Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **Organization**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Report As Chart Or Graph   Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **Chart** and **Graph**. The default for this field is **Chart**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Promotions

The Promotions report (**Figure 99**) is displayed when you select ***Promotions*** on the Personnel Actions Reports menu (**Figure 90**). This report contains a count of promotions (NOAs `702` or `703`) in an organization. This data is obtained from the Personnel History database and is updated biweekly.

Organizational Structure

Personnel Office Identifer
Nature of Actions (For Promotions)
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Length of Service
Time Frame
Sort By: Organization
Report as Chart or Graph
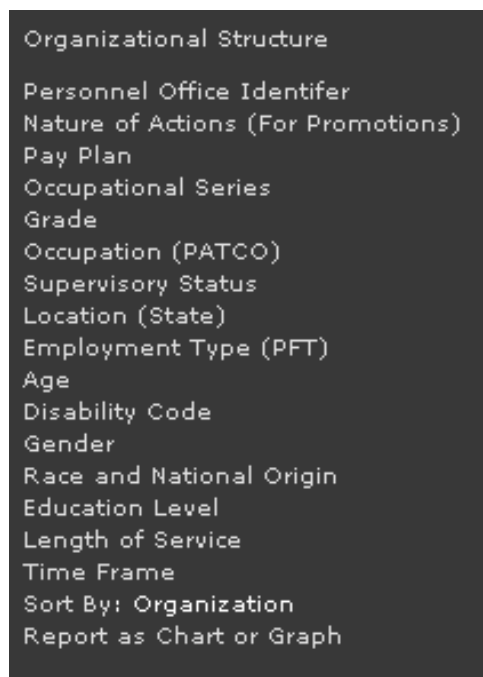
Figure 99. Promotions report

After running the Promotions report (**Figure 99**), the Promotions report (with criteria) (**Figure 100**) is displayed.

Promotions
U.s. Department Of Agriculture
Calendar Year = 2003 and Promotion Nature of Action = 702 (Permanent) and Personnel Office Identifier = 5317 - USDA - OCFO - NFC (NEW ORLEANS, LA) (AG90) and Pay Plan = GS and Occ Ser = 0343 - MANAGEMENT AND PROGRAM ANALYSIS and RNO = Asian/ Pacific Islander or Black or Hispanic or American Indian/ Alaskan Native or White or Other and Gender = Female or Male and Supervisory Status = Non-Supervisory and Location (State) = Louisiana and PATCO = Professional or Administrative or Technical and Employment Type = Permanent Full-Time and Length of Service >= 5 years
By Org

Org	Total	% of Total Population	Full-Time	(%)	Part-Time	(%)	Other	(%)
Off Of The Chief Fnancl Offcr	3	0.2	3	100	.	.	.	.
Total	3	0.2	3	100	.	0	.	0

Total U.S. DEPARTMENT OF AGRICULTURE Promotions: 1576

Figure 100. Promotions report (with criteria)

Field Instructions:

Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.
Nature Of Actions (For Promotions)	Click this field to indicate the NOA to be displayed on the report. The 3-digit NOA and the literal are both displayed in this field. Valid values are `702 (Permanent)` and `703 (Temporary)`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Pay Plan	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either `Blue Collar (DOC Only)` or `Pay Bands (DOC Only)`. If you select either `Blue Collar (DOC Only)` or `Pay Bands (DOC Only)`, you can select *Pay Plan Groupings Include* for a list of what is contained in these two classifications. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Occupational Series	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Grade	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Occupation (PATCO)	Click this field to indicate the applicable job code to be displayed on the report. Valid values are `Professional`, `Administrative`, `Technical`, `Clerical`, `Other`, and `Blue collar`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Supervisory Status   Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are `Supervisor`, `Supervisor/ Manager`, `Management`, `Supervisor (CSRA)`, `Management (CSRA)`, `Leader`, and `Non-Supervisory`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (State)   Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Employment Type (PFT)   Click this field to indicate the full-time or part-time status of the employee. You can select *Employment Types Include* for definitions of the various employment types. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Age   Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Disability Code   Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select *Targeted Disabilities Include* for definitions of the various handicap types. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Gender   Click this field to indicate the gender to be displayed on the report. Valid values are `Male` and `Female`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Race And National Origin   Click this field to indicate the RNO Code to be displayed on the report. Valid values are `Asian/Pacific Islander`, `Black`, `Hispanic`, `American Indian/Alaskan Native`, `White`, and `Other`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Education Level   Click this field to indicate the education level to be displayed on the report. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Length Of Service

Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Time Frame

Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Sort By:

Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **Organization**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Report As Chart Or Graph

Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **Chart** and **Graph**. The default for this field is **Chart**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Promotions Minority Profile

The Promotions Minority Profile report (**Figure 101**)is displayed when you select
Promotions Minority Profile on the Personnel Actions Reports menu (**Figure 90**). This report
contains a count of promotions (NOAs `702` or `703`) in an organization based on sex and
RNO. Data for this report is obtained from the Personnel History database and is updated
biweekly.

Figure 101. Promotions Minority Profile report

After running the Promotions Minority Profile report (**Figure 101**), the Promotions Minority
Profile report (with criteria) (**Figure 101**) is displayed.

Figure 102. Promoitons Minoirty Profile report (with criteria)

Field Instructions:

Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.
Nature Of Actions (For Promotions)	Click this field to indicate the NOA to be displayed on the report. The 3-digit NOA and the literal are both displayed in this field. Valid values are `702 (Permanent)` and `703 (Temporary)`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Pay Plan	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either `Blue Collar (DOC Only)` or `Pay Bands (DOC Only)`. If you select either `Blue Collar (DOC Only)` or `Pay Bands (DOC Only)`, you can select *Pay Plan Groupings Include* for a list of what is contained in these two classifications. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Occupational Series	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Grade	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Occupation (PATCO)	Click this field to indicate the applicable job code to be displayed on the report. Valid values are `Professional`, `Administrative`, `Technical`, `Clerical`, `Other`, and `Blue collar`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Supervisory Status   Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are `Supervisor`, `Supervisor/ Manager`, `Management`, `Supervisor (CSRA)`, `Management (CSRA)`, `Leader`, and `Non-Supervisory`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (State)   Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Employment Type (PFT)   Click this field to indicate the full-time or part-time status of the employee. You can select *Employment Types Include* for definitions of the various employment types. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Age   Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Disability Code   Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select *Targeted Disabilities Include* for definitions of the various handicap types. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Gender   Click this field to indicate the gender to be displayed on the report. Valid values are `Male` and `Female`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Race And National Origin Click this field to indicate the RNO to be displayed on the report. Valid values are `Asian/Pacific Islander`, `Black`, `Hispanic`, `American Indian/Alaskan Native`, `White`, and `Other`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Education Level   Click this field to indicate the education level to be displayed on the report. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Length Of Service

Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Time Frame

Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Sort By:

Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **Organization**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Report As Chart Or Graph

Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **Chart** and **Graph**. The default for this field is **Chart**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Separations

The Separations report (**Figure 103**) is displayed when you select ***Separations*** on the Personnel Actions Reports menu (**Figure 90**). This report displays a count of separations (NOAs `300 Series (3xx)` or `969`) for an organization. Data for this report is obtained from the Personnel History database and is updated biweekly.


```
Organizational Structure

Personnel Office Identifer
Nature of Actions (For Separations)
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Length of Service
Time Frame
Sort By: Organization
Report as Chart or Graph
```

Figure 103. Separtions report

After running the Separations report (**Figure 103**), the Separations report (with criteria) (**Figure 104**) is displayed.

Separations
U.s. Department Of Agriculture

Calendar Year = 2003 and Personnel Office Identifier = 5317 - USDA - OCFO - NFC (NEW ORLEANS, LA) (AG90) and Pay Plan = GS and Occ Ser = 0343 - MANAGEMENT AND PROGRAM ANALYSIS and RNO = Asian/ Pacific Islander or Black or Hispanic or American Indian/ Alaskan Native or White or Other and Gender = Female or Male and Supervisory Status = Non-Supervisory and Location (State) = Louisiana and PATCO = Professional or Administrative or Technical and Employment Type = Permanent Full-Time and Age >= 20 Years Old
By Org

Org	Total	% of Total Population	Full-Time	(%)	Part-Time	(%)	Other	(%)
Off Of The Chief Fnancl Offcr	1	0	1	100	.	.	.	.
Total	1	0	1	100	.	0	.	0

Total U.S. DEPARTMENT OF AGRICULTURE Separations: 4621

Figure 104. Separations report (with criteria)

Field Instructions:

Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.
Nature Of Actions (For Separations)	Click this field to indicate the NOA to be displayed on the report. The 3-digit NOA and the literal are both displayed in this field. Valid values are `300 Series` or `969` NOAs. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Pay Plan	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either `Blue Collar (DOC Only)` or `Pay Bands (DOC Only)`. If you select either `Blue Collar (DOC Only)` or `Pay Bands (DOC Only)`, you can select *Pay Plan Groupings Include* for a list of what is contained in these two classifications. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Occupational Series	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Grade	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Occupation (PATCO)	Click this field to indicate the applicable job code to be displayed on the report. Valid values are `Professional`, `Administrative`, `Technical`, `Clerical`, `Other`, and `Blue collar`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Supervisory Status	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are `Supervisor`, `Supervisor/ Manager`, `Management`, `Supervisor (CSRA)`, `Management (CSRA)`, `Leader`, and `Non-Supervisory`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Location (State)	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Employment Type (PFT)	Click this field to indicate the full-time or part-time status of the employee. You can select *Employment Types Include* for definitions of the various employment types. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select *Targeted Disabilities Include* for definitions of the various handicap types. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Gender	Click this field to indicate the gender to be displayed on the report. Valid values are `Male` and `Female`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Race And National Origin	Click this field to indicate the RNO to be displayed on the report. Valid values are `Asian/Pacific Islander`, `Black`, `Hispanic`, `American Indian/Alaskan Native`, `White`, and `Other`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Length Of Service
Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Time Frame
Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Sort By:
Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **Organization**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Report As Chart Or Graph
Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **Chart** and **Graph**. The default for this field is **Chart**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Separations Minority Profile

The Separations Minority Profile report (**Figure 105**)is displayed when you select **Separations Minority Profile** on the Personnel Actions Reports menu (**Figure 90**). This report displays a count of separations for an organization based on sex and RNO (NOAs `300 Series (3xx)` or `969`). Data for this report is obtained from the Personnel History database and is updated biweekly.

Organizational Structure

Personnel Office Identifer
Nature of Actions (For Separations)
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Length of Service
Time Frame
Sort By: Organization
Report as Chart or Graph

Figure 105. Separations Minority Profile report

After running the Separations Minority Profile report (**Figure 105**), the Separations Minority Profile report (with criteria) (**Figure 106**) is displayed.

U.s. Department Of Agriculture
Separations Minority Profile By Org
Year = Calendar Year 2000 and Personnel Office Identifier = 5317 – USDA – OCFO – NFC (NEW ORLEANS, LA) (AG90) and Pay Plan = GS and Occ Ser = 0343 – MANAGEMENT AND PROGRAM ANALYSIS and RNO = Black and Gender = Female and Supervisory Status = Non-Supervisory and Grade = 12 and Location (State) = Louisiana and PATCO = Professional or Administrative and Employment Type = Permanent Full-Time and Age >= 20 Years Old and Length of Service >= 5 years
By Org

Org	Total	Women	Minorities	Black		Hispanic		Asian Amer./Pacific Isl		Amer Ind/ Alaskan Nat		White		Un-disclosed	
				Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
Off Of The Chief Fnancl Offcr	3	3	3	.	3	.	.	.	.	.	.	.	.	.	.
%		100	100	.	100										
Total	3	3	3	.	3	.	.	.	.	.	.	.	.	.	.
%		100	100	.	100	.	.	.	.	.	.	.	.	.	.

Total U.S. DEPARTMENT OF AGRICULTURE Population: 24723 (which includes employees that have not designated a Race and National Origin)

Figure 106. Separations Minority Profile report (with criteria)

Field Instructions:

Organizational Structure Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Personnel Office Identifier Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.

Nature Of Actions (For Separations) Click this field to indicate the NOA to be displayed on the report. The 3-digit NOA and the literal are both displayed in this field. Valid values are `300 Series` or `969` NOAs. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Pay Plan Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either `Blue Collar (DOC Only)` or `Pay Bands (DOC Only)`. If you select either `Blue Collar (DOC Only)` or `Pay Bands (DOC Only)`, you can select *Pay Plan Groupings Include* for a list of what is contained in these two classifications. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupational Series Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Grade Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupation (PATCO) Click this field to indicate the applicable job code to be displayed on the report. Valid values are `Professional`, `Administrative`, `Technical`, `Clerical`, `Other`, and `Blue collar`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Supervisory Status   Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are `Supervisor`, `Supervisor/Manager`, `Management`, `Supervisor (CSRA)`, `Management (CSRA)`, `Leader`, and `Non-Supervisory`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (State)   Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Employment Type (PFT)   Click this field to indicate the full-time or part-time status of the employee. You can select *Employment Types Include* for definitions of the various employment types. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Age   Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Disability Code   Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select *Targeted Disabilities Include* for definitions of the various handicap types. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Gender   Click this field to indicate the gender to be displayed on the report. Valid values are `Male` and `Female`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Race And National Origin   Click this field to indicate the RNO Code to be displayed on the report. Valid values are `Asian/Pacific Islander`, `Black`, `Hispanic`, `American Indian/Alaskan Native`, `White`, and `Other`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Education Level   Click this field to indicate the education level to be displayed on the report. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Length Of Service

Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Time Frame

Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Sort By:

Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **Organization**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Report As Chart Or Graph

Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **Chart** and **Graph**. The default for this field is **Chart**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Running Workforce Reports

The Workforce Reports menu (**Figure 107**) and (**Figure 108**) contains the following reports:

▶**1102/1105 Series Listing**◀

Age Profile

Canceled Payments Requiring Agency Action (DOTS)

Civilian Employment (SF–113A) Report

Civilian Employment (SF–113G) Report

Dental Plan Payment Report

▶**Dental/Vision Plan Report**◀

Dues Withheld

Education Level Profile

Employee Search (By Name)

Employee Search (By SSNO)

Employment By Disability Code

Employment Changes

Flex Fund

Gender Profile

Grade Distribution

Grades Across Minority And Gender

Grade Range

Leave Balances

Leave Liability

Length Of Service Profile

Life Insurance Listing

Manpower Analysis

Minority Profile

Occupation (PATCO) Profile

▶**Occupational Series Listing**◀

Official Time For Union Business

Organization Profile

▶**Overdue Performance Appraisals**◀

▶**PACS 4511 Carrier Tran. And Sum.**◀

▶**PACS 4512 Carrier Tran. And Sum.**◀

▶**PACS 4513 Health Benefits**◀

▶**PACS 4514 Carrier Tran. Detail**◀

Pay Plan And Grade Distribution

Payroll Listing For W–2 Research

▶**Position Organization Listing (POL)**◀

Reduction In Force (RIF) Report

Retirement Eligibility

Retirement Profile (Inc. Early Out)

Roster Of Employees

Salary Summary

Statement Of Earnings And Leave

▶**Table 74 – Official Titles And Title Codes**◀

▶**Table 76 – Working Titles And Title Codes**◀

Union Activity Exception Report

Union Roster And Activity Report

Use-Or-Lose Leave Report

Workforce Analysis

Figure 107. Workforce Reports menu
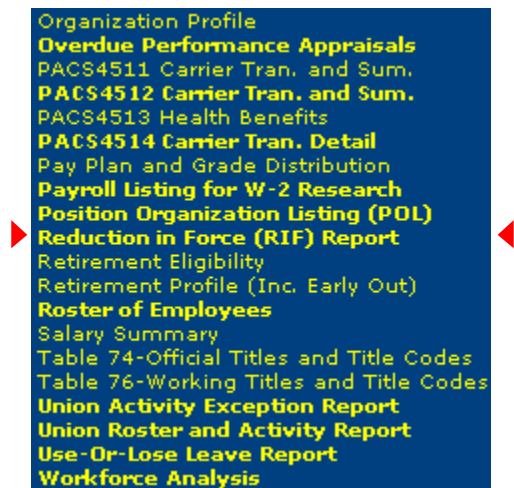
Figure 108. Workforce Reports menu (continued)

▶1102/1105 Series Listing

The 1102/1105 Series Listing report (**Figure 109**) is displayed when you select **1102/1105 Series Listing** on the Workforce Reports menu (**Figure 107**). This report contains data concerning Occupational Series 1102 and 1105. Data for this report is obtained from the Payroll/Personnel database and is updated biweekly.

Figure 109. 1102/1105 Series Listing report

After running the 1102/1105 Series Listing report (**Figure 109**), the 1102/1105 Series report (with criteria) (**Figure 110**) is displayed.

Figure 110. 1102/1105 Series report (with criteria)

Field Instructions:

Report Type	Click this field to indicate what type of report you wish to display on the report. Valid values are `Detail Listing (Includes Name And SSNO)`, `Detail Listing (Without Name And SSNO)`, and `Salary And Benefits Summary`. After making your selection, click **[Done]** or **[Reset]** as applicable.
Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.
Pay Plan	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either `Blue Collar (DOC Only)` or `Pay Bands (DOC Only)`. If you select either `Blue Collar (DOC Only)` or `Pay Bands (DOC Only)`, you can select *Pay Plan Groupings Include* for a list of what is contained in these two classifications. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Occ Series	This field is system generated with Occupational Series 1102 and 1105.
Grade	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Occupation (PATCO)	Click this field to indicate the applicable job code to be displayed on the report. Valid values are `Professional`, `Administrative`, `Technical`, `Clerical`, `Other`, and `Blue collar`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Supervisory Status
Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are `Supervisor`, `Supervisor/Manager`, `Management`, `Supervisor (CSRA)`, `Management (CSRA)`, `Leader`, and `Non-Supervisory`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (Duty State)
Click this field to indicate the duty state of the organization. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (Duty City)
Click this field to indicate the duty city of the organization. The options available for this field are determined upon your selection in the Location (Duty State) field. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (Duty County)
Click this field to indicate the county of the organization, if applicable. If there is no county for the organization based upon your selection in the Location (Duty State) and the Location (Duty City) field, a message, *There Were No Counties Designated For The Selected State*, will appear. If this message appears, click **[Cancel]** to return to the report. The default for this field is `All`. Multiple or block selections are allowed. If a selection is made, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Employment Type (PFT)
Click this field to indicate the full-time or part-time status of the employee. You can select *Employment Types Include* for definitions of the various employment types. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Age
Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Disability Code
Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select *Targeted Disabilities Include* for definitions of the various handicap types. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Gender
Click this field to indicate the gender to be displayed on the report. Valid values are **Male** and **Female**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Race And National Origin
Click this field to indicate the RNO Code to be displayed on the report. Valid values are **Asian/Pacific Islander**, **Black**, **Hispanic**, **American Indian/Alaskan Native**, **White**, and **Other**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Education Level
Click this field to indicate the education level to be displayed on the report. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Tenure Group
Click this field to indicate the tenure group to displayed on the report. Valid values are **Not In Any Retention Group**, **Group 1**, **Group 2**, and **Group 3**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Uniform Service Status
Click this field to indicate the uniform service status. Valid values are **None**, **Ready Reserve**, **Standby Reserve**, **National Guard**, **Retired Military-Regular**, and **Retired Military-Non-regular**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Veteran Status
Click this field to indicate the veteran status in relation to the Vietnam War. Valid values are **Not A Veteran Of The Vietnam Era (Prior To 9/30/91)**, **Vietnam Era Veteran**, **Pre-Vietnam Era Veteran**, **Post-Vietnam Era Veteran**, and **Not A Veteran (After 9/30/91)**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

SCD Date (Leave)   Click the down arrows to indicate the range, month, day, and year for service computation date (SCD) for leave for the employees to be displayed on the report.The first down arrow sets the parameters of the report.

Valid values are **Equals**, **Not Equal To**, **Less Than Or Equal To**, **Less Than**, **Greater Than Or Equal To**, and **Greater Than**.

The second down arrow is used to indicate the month. Valid values are **01** through **12**.The third down arrow is used to indicate the day. Valid values are **01** through **31**.

The fourth down arrow is used to indicate the year. Valid values are **1945** through **2004**.

Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]** as applicable.

Separation Accesion Type   Click this field to indicate the separation accession status to be included on the report. Valid values are **Not Separated**, **Regular**, **Deceased**, and **Accession This Pay Period**. The default for this field is **Not Separated Or Accession This Pay Period**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Type Of Appointment   Click this field to indicate the appointment type to be displayed on the report. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Employment Type   Click this field to indicate the full-time or part-time status of the employee. You can select ***Employment Types Include*** for definitions of the various employment types. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Special Employee Code   Click this field to indicate the special employee code to be displayed on the report. Both the 2-digit numeric code and the alpha literal are displayed in this field. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Retirement System   Click this field to indicate the retirement system to be displayed on the report. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Sort Order

Click this field to indicate the sort order options to be displayed on the report. You can select six levels of sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **[Done]**, **[Reset]**, or **[Cancel]** as applicable.◀

Age Profile

The Age Profile report (**Figure 111**) is displayed when you select *Age Profile* on the Workforce Reports menu (**Figure 107**). This report contains a count by age range of employees in an organization. Data for this report is obtained from the Personnel History database and is updated biweekly.

Organizational Structure

Personnel Office Identifer
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Location (State)
Employment Type (PFT)
Disability Code
Gender
Race and National Origin
Education Level
Supervisory Status
Length of Service
Include Percentages?
Time Frame
Sort By: Organization
Report as Chart or Graph

Figure 111. Age Profile report

After running the Age Profile report (**Figure 111**), the Age Profile report (with criteria) (**Figure 112**) is displayed.

Age Profile
U.S. Department Of Agriculture
Calendar Year = 2003 And Personnel Office Identifier = 5317 - Usda - Ocfo - Nfc (new Orleans, La) (ag90) And Pay Plan = Gs And Gender = Female And Superv
Occ Ser = 0343 - Management And Program Analysis And Grade = 11 And Location (state) = Louisiana And Patco = Professional Or Administrative Or Technical
Permanent Full-time And Length Of Service >= 5 Years
By Org

Org	Total	% of Population	Avg. Age	under 31	(%)	31 - 40	(%)	41 - 44	(%)	45 - 49	(%)	50 - 54	(%)	55 - 59	(%)	60 - 64
Off Of The Chief Fnancl Offcr(AG90)	38	100	48	1	2.6	4	10.5	7	18.4	9	23.7	9	23.7	7	18.4	
Total	38	100	44	1	2.6	4	10.5	7	18.4	9	23.7	9	23.7	7	18.4	

Total U.S. DEPARTMENT OF AGRICULTURE Population: 106375

Figure 112. Age Profile report (with criteria)

Field Instructions:

Organizational Structure Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.
Pay Plan	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either `Blue Collar (DOC Only)` or `Pay Bands (DOC Only)`. If you select either `Blue Collar (DOC Only)` or `Pay Bands (DOC Only)`, you can select *Pay Plan Groupings Include* for a list of what is contained in these two classifications. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Occupational Series	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Grade	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Occupation (PATCO)	Click this field to indicate the applicable job code to be displayed on the report. Valid values are `Professional`, `Administrative`, `Technical`, `Clerical`, `Other`, and `Blue collar`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Location (State)	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Employment Type (PFT)	Click this field to indicate the full-time or part-time status of the employee. You can select *Employment Types Include* for definitions of the various employment types. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Disability Code Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select ***Targeted Disabilities Include*** for definitions of the various handicap types. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Gender Click this field to indicate the gender to be displayed on the report. Valid values are **Male** and **Female**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Race And National Origin Click this field to indicate the RNO Code to be displayed on the report. Valid values are **Asian/Pacific Islander**, **Black**, **Hispanic**, **American Indian/Alaskan Native**, **White**, and **Other**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Education Level Click this field to indicate the education level to be displayed on the report. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Supervisory Status Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are **Supervisor**, **Supervisor/Manager**, **Management**, **Supervisor (CSRA)**, **Management (CSRA)**, **Leader**, and **Non-Supervisory**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Length Of Service Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Include Percentages? Click this field to indicate whether or not to include percentage columns for each data column on the report. The default for this field is **No**. Valid values are **Yes** and **No**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as appropriate.

Time Frame   Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **`Calendar Year`** and **`Fiscal Year`**. The default for this field is **`Calendar Year`**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Sort By: Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **`Organization`**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Report As Chart Or Graph   Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **`Chart`** and **`Graph`**. The default for this field is **`Chart`**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Canceled Payments Requiring Agency Action (DOTS)

The Canceled Payments Requiring Agency Action (DOTS) report (**Figure**) is displayed when you select *Canceled Payments Requiring Agency Action (DOTS)* on the Workforce Reports menu (**Figure 107**). This report contains information on canceled payments that have been returned to NFC and require agency action. Data for this report is obtain from DOTS and is updated daily.

Figure 113. Canceled Payments Requiring Agency Action (DOTS) report
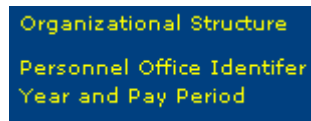
After running the Canceled Payments Requiring Agency Action (DOTS) report (**Figure 113**), the Canceled Payments Requiring Agency Action (DOTS) report (with criteria) (**Figure 114**) is displayed.

Figure 114. Canceled Payments Requiring Agency Action (DOTS) report (with criteria)

Field Instructions:

Organizational Structure   Select the applicable organizational structure. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. If you wish to return to the previous level, click **[Previous]**.

Personnel Office Identifier   Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable..

Year And Pay Period   Click this field to indicate the 4-digit year and 2-digit pay period for the T&A displayed on the report. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Civilian Employment (SF113−A) Report

The Civilian Employment (SF113−A) report (**Figure 115**) is displayed when you select ***Civilian Employment (SF113−A)*** on the Workforce Reports menu (**Figure 107**).This report is divided into four sections. Section I, Current Status, displays the total paid employment by category and geographic area. Section II, Payroll, displays wage and lump sum data. Section III, Turnover, displays data regarding accessions and separations. Section IV, Data Excluding Special Employment Categories, displays data concerning paid employees who are subject to employment ceilings. Data for this report is obtained from the EMPR database and is updated biweekly.
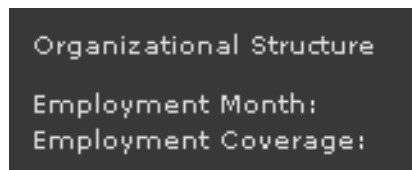
Figure 115. Civilian Employment (SF113−A) report

After running the Civilian Employment (SF113−A) report (**Figure 115**), the Civilian Employment (SF113−A) report (with criteria) (**Figure 116**) is displayed.

EMPR127-1 MONTHLY REPORT OF FEDERAL CIVILIAN EMPLOYMENT (SF-113-A Format)
RUN DATE 02/03/2003 DEPARTMENT: DEPARTMENT OF AGRICULTURE
AGENCY:
EMPLOYMENT COVERAGE: STAY IN SCHOOL DEPT AG SA AG
EMPLOYMENT AS OF JANUARY 2003 PAYROLL FROM 12/29/2002 TO 01/25/2003 TURNOVER FROM 12/29/2002 TO 01/25/2003

LINE	EMPLOYMENT, PAYROLL, TURNOVER, AND CEILING DATA	TOTAL ALL AREAS (A)	U.S. TERRITORIES (B)	FOREIGN COUNTRIES (C)	WASH., D.C. METRO. AREA (D)	OUTSIDE WASH., METRO. AREA (E)
	SECTION I - CURRENT STATUS					
1	**GRAND TOTAL EMPLOYMENT**	53	1		4	48
2	**TOTAL IN PERMANENT POSITIONS**	15	1		1	13
3	FULL-TIME	22			2	20
4	FULL-TIME IN PERMANENT POSITIONS	9			1	8
5	FULL-TIME WITH PERMANENT APPOINTMENTS	7			1	6
6	PART-TIME	30	1		2	27
7	PART-TIME WITH PERMANENT APPOINTMENTS	2				2
8	INTERMITTENT	1				1
9	COMPETITIVE SERVICE	5				5
10	WITH PERMANENT APPOINTMENTS	3				3
11	EXCEPTED SERVICE AND SES	48	1		4	43
12	WITH PERMANENT APPOINTMENTS	6			1	5
13	WAGE SYSTEMS					
14	U. S. CITIZENS	53	1		4	48
15	NONCITIZENS					
16	**TOTAL INTERMITTENTS NOT WORKING**	5				5
	SECTION II - PAYROLL					

Figure 116. Civilian Employment (SF113−A) report (with criteria)

Field Instructions:

Organizational Structure Click this field to indicate the organization to be displayed on the report. The default for this field is based on your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are two organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Employment Month Click this field to indicate the month and year to be displayed on the report. The default for this field is `All`. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Employment Coverage   Click this field to indicate the report name, department, and agency to be displayed on the report. You must complete the Organizational Structure and Employment Month fields before you can click in this field. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Civilian Employment (SF113−G) Report

The Civilian Employment (SF113−G) report (**Figure 117**) is displayed when you select **_Civilian Employment (SF113−G)_** on the Workforce Reports menu (**Figure 107**). This report displays the number of employees subject to the ceiling. Data for this report is obtained from the EMPR database and is updated biweekly.

Organizational Structure

Direct Hire (Yes/No): No
Report Period:
Employment Coverage:

Figure 117. Civilian Employment (SF113−G) report

After running the Civilian Employment (SF113−G) report (**Figure 117**), the Civilian Employment (SF113−G) report (with criteria) (**Figure 118**) is displayed.

EMPR123-1 MONTHY REPORT OF FULL-TIME EQUIVALENT/WORK-YEAR CIVILIAN EMPLOYMENT (SF - 113G Format) - (DIRECT HIRE)
RUN DATE: 04/10/2002   DEPARTMENT OR AGENCY: U.S. DEPARTMENT OF AGRICULTURE
REPORT PERIOD: DECEMBER 30 - JANUARY 26,2002
AGENCY IN DEPARTMENT:
EMPLOYMENT COVERAGE: DEPARTMENT LEVEL   SA AG

EMPLOYMENT/HOURS CATEGORY	EMPLOYMENT AND HOURS (1)	EQUIVALENT FOR CURRENT PERIOD (2)	W O R K - Y E A R S CURRENT PERIOD (2 PAY PERIODS) (3)	CUMULATIVE TO END OF CURRENT PERIOD (09 PAY PERIODS) (4)
1A. EMPLOYMENT EXCLUDING SPECIAL EMPL CATEGORIES	322	324	24.92	112.15
B. STRAIGHT TIME HOURS	51,840	324	24.92	112.15
C. OVERTIME HOURS				
2A. FULL-TIME - PERMANENT APPT.	140	140	10.77	48.46
B. STRAIGHT TIME HOURS	22,400	140	10.77	48.46
C. OVERTIME HOURS				
3A. OTHER EMPLOYMENT	182	184	14.15	63.69
B. STRAIGHT TIME HOURS	29,440	184	14.15	63.69
C. OVERTIME HOURS				
4A. PART-TIME - PERMANENT APPT.	4	4	.31	1.38
B. STRAIGHT TIME HOURS	640	4	.31	1.38
C. OVERTIME HOURS				
5A. PART-TIME - TEMPORARY & INDEFINITE APPT.				

Figure 118. Civilian Employment (SF113−G) report (with criteria)

Field Instructions:

Organizational Structure   Click this field to indicate the organization to be displayed on the report. The default for this field is based on your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are two organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Direct Hire (Yes/No)   Click this field to indicate whether or not this employee is a direct hire. Valid values are **Yes** and **No**. The default for this field is **No**. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Report Period   Click this field to indicate the timeframe to be displayed on the report. The default for this field is **All**. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Employment Coverage   Click this field to indicate the report name, department, and agency to be displayed on the report. You must complete the Organizational Structure and Employment Month fields before you can click in this field. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Dental Plan Payment Report

The Dental Plan Payment report (**Figure 119**) is displayed when you select ***Dental Plan Payment Report*** on the Workforce Reports menu (**Figure 107**). This report lists payments to a dental plan carrier for a pay period.

Note: This report contains detailed data.

Figure 119. Dental Plan Payment report

After running the Dental Plan Payment report (**Figure 119**), the Dental Plan Payment report (with criteria) (**Figure**) is displayed.

Figure 120. Dental Plan Payment Report (with criteria)

Field Instructions:

Organizational Structure
Click this field to indicate the Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further course are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Personnel Office Identifier
Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.

Pay Plan
Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either `Blue Collar (DOC Only)` or `Pay Bands (DOC Only)`. If you select either `Blue Collar (DOC Only)` or `Pay Bands (DOC Only)`, you can select *Pay Plan Groupings Include* for a list of what is contained in these two classifications. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupational Series
Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Grade
Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (Duty State)
Click this field to indicate the duty state of the organization. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Separation Accession Type
Click this field to indicate the separation accession status to be included on the report. Valid values are `Not Separated`, `Regular`, `Deceased`, and `Accession This Pay Period`. The default for this field is `Not Separated Or Accession This Pay Period`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Type Of Appointment
Click this field to indicate the appointment type to be displayed on the report. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Employment Type
Click this field to indicate the employment type to be displayed on the report. Valid values are `Full-time`, `Part-time`, `Intermittent`, `Fee Basis Of Piecework`, and `First 40 Hours`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Special Employee Code
Click this field to indicate the special employee code to be displayed on the report. Both the 2-digit numeric code and the alpha literal are displayed in this field. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Retirement System
Click this field to indicate the retirement system to be displayed on the report. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

SCD Date (Leave)
Click the down arrows to indicate the range, month, day, and year for service computation date (SCD) for leave for the employees to be displayed on the report.

The first down arrow sets the parameters of the report. Valid values are `Equals`, `Not Equal To`, `Less Than Or Equal To`, `Less Than`, `Greater Than Or Equal To`, and `Greater Than`.

The second down arrow is used to indicate the month. Valid values are `01` through `12`.

The third down arrow is used to indicate the day. Valid values are `01` through `31`.

The fourth down arrow is used to indicate the year.

Valid values are `1945` through `2004`. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]** as applicable.

Year and Pay Period
Click this field to indicate the 4-digit year and 2-digit pay period for the T&A displayed on the report. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Sort Order
Click this field to indicate the sort order options to be displayed on the report. You can select six levels of sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **[Done]**, **[Reset]**, or **[Cancel]** as applicable.

▶Dental/Vision Plan Report

The Dental/Vision Plan report (**Figure 121**) is displayed when you select **Dental/Vision Plan Report** on the Workforce Reports menu (**Figure 107**). This report contains counts and detailed information regarding dental and vision plan enrollees. Data for this report is obtained from the T&A database and is updated biweekly.

Organizational Structure

Personnel Office Identifer

Year and Pay Period
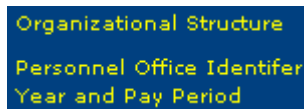
Figure 121. Dental/Vision Plan report

After running the Dental/Vision Plan report (**Figure 121**), the Dental/Vision Plan report (with criteria) (**Figure 122**) is displayed.

FEDVIP Payment Report
For Pay Period(s) 2007 - 12
Sensitive Personnel Data -- Use is Restricted
(AG90)

Org	Plan Code JF Dental	Premium W/H	Plan Code JG Vision	Premium W/H	Plan Code JH Dental and Vision	Premium W/H	Total Participants/Premium W
AG90	289	$6,331.70	205	$1,753.82	0	$0.00	321/$8,085.52
Total:	289	$6,331.70	205	$0.00	0	$1,753.82	* 321 / $8,085.52

* The grand total of participants may not equal the individual count of employees with JF plans plus the employees with JG plans and JH plans. The inequality may result because some employees may participate in both plans and will be counted in the grand total of participants only once.

Selection Crieria : Year and Payperiod = 2007 - 12 and Employing Office Code = 5317-USDA-OCFO-NFC(NEWORLEANS,LA)(AG90)

Figure 122. Dental/Vision Plan report (with criteria)

Field Instructions:

Organizational Structure   Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next],** as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Personnel Office Identifier   Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.

Year And pay Period   Click this field to indicate the 4-digit year and 2-digit pay period for the T&A displayed on the report. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.◀

Dues Withheld

The Dues Withheld report (**Figure 123**) is displayed when you select ***Dues Withheld*** on the Workforce Reports menu (**Figure 107**). This report displays a list of employees who pay union dues and how much is being paid each pay period. Data for this report is obtained from NFC's T&A database and is updated biweekly.

Note: This report contains detailed data.

Figure 123. Dues Withheld report

After running the Dues Withheld report (**Figure 123**), the Dues Withheld report (with criteria) (**Figure**) is displayed.

Figure 124. Dues Withheld report (with criteria)

Field Instructions:

Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.
Pay Plan	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either `Blue Collar (DOC Only)` or `Pay Bands (DOC Only)`. If you select either `Blue Collar (DOC Only)` or `Pay Bands (DOC Only)`, you can select *Pay Plan Groupings Include* for a list of what is contained in these two classifications. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Occupational Series	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Grade	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Location (Duty State)	Click this field to indicate the duty state of the organization. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Location (Duty City)	Click this field to indicate the duty city of the organization. The options available for this field are determined upon your selection in the Location (Duty State) field. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (Duty County)   Click this field to indicate the county of the organization, if applicable. If there is no county for the organization based upon your selection in the Location (Duty State) and the Location (Duty City) field, a message, *There Were No Counties Designated For The Selected State*, will appear. If this message appears, click **[Cancel]** to return to the report. The default for this field is **All**. Multiple or block selections are allowed. If a selection is made, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Union/Assocation   Click this field to indicate the code for the union/association to be displayed on the report. This is a two-position code. Valid values are **01** through **99**. Multiple or block selections are allowed. If a selection is made, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Local/Lodge   Click this field to indicate the code for the local/lodge to be displayed on the report. Both the four-position code and the literal are displayed on the report. Multiple or block selections are allowed. If a selection is made, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Separation Accession Type   Click this field to indicate the separation accession status to be included on the report. Valid values are **Not Separated**, **Regular**, **Deceased**, and **Accession This Pay Period**. The default for this field is **Not Separated Or Accession This Pay Period**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Type Of Appointment   Click this field to indicate the appointment type to be displayed on the report. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Employment Type   Click this field to indicate the employment type to be displayed on the report. Valid values are **Full-time**, **Part-time**, **Intermittent**, **Fee Basis Of Piecework**, and **First 40 Hours**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Special Employee Code   Click this field to indicate the special employee code to be displayed on the report. Both the 2-digit numeric code and the alpha literal are displayed in this field. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Retirement System   Click this field to indicate the retirement system to be displayed on the report. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

SCD Date (Leave)	Click the down arrows to indicate the range, month, day, and year for service computation date (SCD) for leave for the employees to be displayed on the report.
	The first down arrow sets the parameters of the report. Valid values are `Equals`, `Not Equal To`, `Less Than Or Equal To`, `Less Than`, `Greater Than Or Equal To`, and `Greater Than`.
	The second down arrow is used to indicate the month. Valid values are `01` through `12`.
	The third down arrow is used to indicate the day. Valid values are `01` through `31`.
	The fourth down arrow is used to indicate the year. Valid values are `1945` through `2004`.
	Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]** as applicable.
Sort Order	Click this field to indicate the sort order options to be displayed on the report. You can select six levels of sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **[Done]**, **[Reset]**, or **[Cancel]** as applicable.
Year And Pay Period	Click this field to indicate the 4-digit year and 2-digit pay period for the T&A displayed on the report. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Education Level Profile

The Education Level Profile report (**Figure 125**) is displayed when you select **Education Level Profile** on the Workforce Reports menu (**Figure 107**). This report displays a count, by educational level, of the employees in an organization. Data for this report is obtained from the Personnel History database and is updated biweekly.

Note: If an employee has no education level listed in the Personnel History database, they will not be included on the report.

Figure 125. Education Level Profile report

After running the Education Level Profile report (**Figure 125**), the Education Level Profile report (with criteria) (**Figure 126**) is displayed.

Figure 126. Education Level Profile report (with criteria)

Field Instructions:

Organizational Structure   Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Personnel Office Identifier   Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.

Pay Plan   Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either `Blue Collar (DOC Only)` or `Pay Bands (DOC Only)`. If you select either `Blue Collar (DOC Only)` or `Pay Bands (DOC Only)`, you can select *Pay Plan Groupings Include* for a list of what is contained in these two classifications. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupational Series   Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Grade   Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupation (PATCO)   Click this field to indicate the applicable job code to be displayed on the report. Valid values are `Professional`, `Administrative`, `Technical`, `Clerical`, `Other`, and `Blue collar`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (State)   Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Employment Type (PFT)   Click this field to indicate the full-time or part-time status of the employee. You can select ***Employment Types Include*** for definitions of the various employment types. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Age   Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Disability Code   Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select ***Targeted Disabilities Include*** for definitions of the various handicap types. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Gender   Click this field to indicate the gender to be displayed on the report. Valid values are **Male** and **Female**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Race And National Origin   Click this field to indicate the RNO Code to be displayed on the report. Valid values are **Asian/Pacific Islander**, **Black**, **Hispanic**, **American Indian/Alaskan Native**, **White**, and **Other**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Length Of Service   Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Include Percentages?   Click this field to indicate whether or not to include percentage columns for each data column on the report. The default for this field is **No**. Valid values are **Yes** and **No**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as appropriate.

Time Frame   Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are `Calendar Year` and `Fiscal Year`. The default for this field is `Calendar Year`. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Sort By: Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to `Organization`. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Report As Chart Or Graph   Click this field to indicate if you want the report displayed as a chart or graph. Valid values are `Chart` and `Graph`. The default for this field is `Chart`. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Employee Search (By Name)

The Employee Search (By Name) report (**Figure 127**) is displayed when you select **Search By Employee Search (By Name)** on the Workforce Reports menu (**Figure 107**). This report displays a list of employees matching your search criteria. Each employee on the list is displayed with ssn, full name, organizational structure, POI, pay plan, occupational series, grade, and step. Data for this report is obtained from the most recent information on the Payroll/Personnel database.
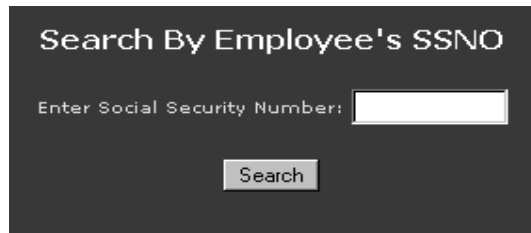
Note: This report contains detailed data.

Figure 127. Employee Search (By Name) report

 After running the Employee Search (By Name) report (**Figure 127**), the Employee Search (By Name) report (with criteria) (**Figure 128**) is displayed. You can select a name from the list to display various reports. Once you select a name from the list displayed, the default report is the Salary Data report (**Figure 154**). You can select various reports from the drop down menu.

Figure 128. Employee Search (By Name) report (with criteria)

Address/Check Information
Allowances/ Cola/ Post Diff
Annual/ Sick Leave
Awards
Building Locator Inquiry
Charitable Contribution
City Tax
Compensatory Leave
County Tax
Dates and Misc Sal/Pers Data
Demonstration Project Data

Detail Assign/ Temporary Promotion
Education and Certification
Federal Tax
Financial Allotment
Health Benefits
Intermittent
Life Insurance
Non Pay Leave
Other Leave
Personnel Supplements
Processing Indicators

Retained Grade Data
Retirement Data
Salary
Salary YTD Data
Separated Leave
Separation Information
SF-50B Data Elements
SSNO Change Data
State Tax
Thrift Savings Data

Figure 129. Search By Employee's Last Name report options

Figure 130. Address/Check Information

Figure 131. Allowances/COLA/Post Differential

Figure 132. Annual/Sick Leave

Figure 133. Awards

Building Locator Inquiry

Org Structure Code:
Work Building Code:
Mail Room Location:
Physical Room Location:
Work Phone Number:
Building name and Address:
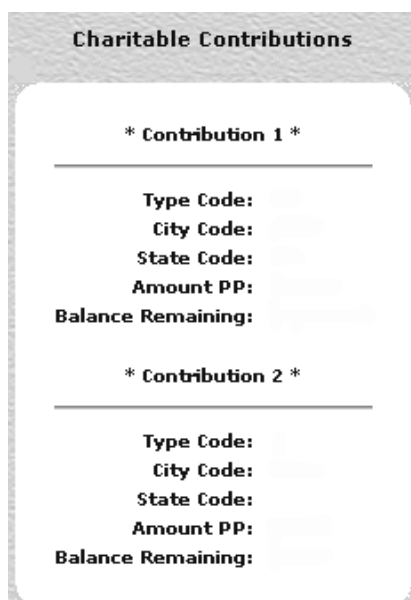
Figure 134. Building Locator Inquiry

Charitable Contributions

* Contribution 1 *

Type Code:
City Code:
State Code:
Amount PP:
Balance Remaining:

* Contribution 2 *

Type Code:
City Code:
State Code:
Amount PP:
Balance Remaining:

Figure 135. Charitable Contributions

Figure 136. City Tax

Figure 137. Compensatory Leave

Figure 138. County Tax

Figure 139. Dates And Misc Salary/Personnel Data

Figure 140. Demonstration Project Data

Figure 141. Detail Assign/Temporary Promotion

Figure 142. Education And Certificate

Figure 143. Federal Tax

Figure 144. Financial Allotment

Figure 145. Health Benefits

Figure 146. Intermittent

Figure 147. Life Insurance

Non Pay Leave

* Non Pay Counters *

Excess 30 Days Counter:
Consecutive Day Counter:
Toward Leave Credits:
FEHB Termination:
FEHB Flag:
Begin Date:
Pay Status After AWOP:
Previous Cal Year Split:

* Other Non Pay *

Cal Year Split Type Leave:
Injury Leave OFEC:
Susp/AWOL/LWOP Cal YR Split:
LWOP Excess 1040:

* Absence Without Leave (AWOL) *

Leave Retirement RIF:
Since Last WGI:
During Probation:
During Supv Probation:

* Leave Without Pay *

Leave Retirement RIF:
Since Last WGI:
During Probation:
During Supv Probation:

* Suspension *

Leave Retirement RIF:
Since Last WGI:
During Probation:
During Supv Probation:

Figure 148. Non Pay Leave

Other Leave

* Military Leave *

Regular Hours YTD:
Regular Days YTD:
Emergency Hours YTD:
Emergency PP Hours:
Leave Carryover:
Leave Days Prior Year:

Credit Hours Current Bal:
Administrative Leave Used YTD:

* Home Leave *

Carryover Balance:
Current Balance:
Leave Used YTD:
Leave Accruals YTD:

* Shore Leave *

Carryover Balance:
Current Balance:
Leave Used YTD:
Leave Accruals YTD:

Figure 149. Other Leave

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Figure 150. Personnel Supplements

Figure 151. Processing Indicators

Figure 152. Retained Grade Data

Figure 153. Retirement Data

Salary Data

SSNO:

Department:

Agency:

Org Lev 2:

Org Lev 3:   Adjusted Salary:
                                            Scheduled Salary:
Org Lev 4:   Geographic Adj Rate:
Org Lev 5:   Salary Rate:
                                            Locality Table Code:
Org Lev 6:   Geographic Adj %:
                                            Pay rate Det Code:
Org Lev 7:   Pay table Code:
                                               Leo Indicator:
Org Lev 8:   FLSA Indicator:
                                               FEGLI Coverage:

Employing Office:

Position Title:

Pay Plan - Grade/Step: Retirement Coverage:
MR / IP Number: Earnings Limitation:
Occ Series / Funct Code: PMSA Code:
Duty State: CMSA Code:
Duty City: Document Description:
Duty County: Document Effective:
Acct Station: Document Batch:
Acct Station Location: Pers Action Effective:
Paid Status: Pers Auth Date:
Seperation Accession Type: NOA 1ST:
Frequency Paid: NOA 2ND:

Figure 154. Salary Data

Salary YTD Data

SSNO:

Gross Pay YTD: PP last Time Paid:
Base Pay YTD: Schedule Number Last Paid:
TSP Base Pay YTD: Last Paid Begin:
HITS Wages YTD: COPR Premium Pay FY YTD:
HITS Deductions YTD: COPR Premium Pay FY YTD PRI:
OASDI Wages YTD: COPR OT Ret Curr FY YTD:
OASDI Deductions YTD: COPR OT Ret Prev FY YTD:
Earning Limit YTD: COPR Premium Pay Pay Period:
Overpay Carry YTD: COPR OT Ret Pay Period:
                                        COPR OT Hours Last 26 PP:
                                       COPR Comm Hours Last 26 PP:

Acct Distribution FY: Appn CD: Flag:
Sub Level:

Figure 155. Salary YTD Data

Figure 156. Separated Leave

Figure 157. Separation Information

Figure 158. SF–50B Data Elements

Figure 159. SSNO Change Data

Figure 160. State Tax

Figure 161. Thrift Savings Data

Field Instructions:

Enter Last Name   Type the full or partial last name to be displayed on the report.

Employee Search (By SSNO)

The Employee Search (By SSNO) report (**Figure 162**) is displayed when you select **Search By Employee's SSNO** on the Workforce Reports menu (**Figure 107**). This report displays the employee matching your search criteria. Each employee is displayed with ssn, full name, organizational structure, POI, pay plan, occupational series, grade, and step. Data for this report is obtained from the most recent information on the Payroll/Personnel database.

Note: This report contains detailed data.

Figure 162. Employee Search (By SSNO) report

After running the Employee Search (By SSNO) report (**Figure 162**), the Employee Search (By SSNO) report (for the applicable employee) (**Figure 163**) is displayed. You can select the displayed employee to display various reports. These are the same reports available when running the Employee Search (By Name) report (**Figure 127**). See **Employee Search (By Name)** to view these reports.

Figure 163. Employee Search (By SSNO) report (for the applicable employee)
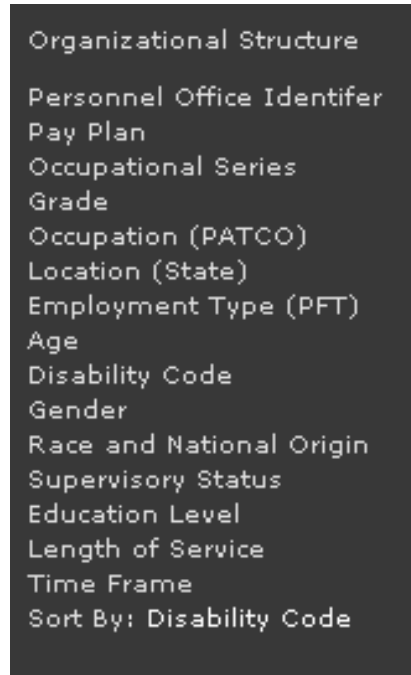
Field Instructions:

Enter Social Security Number   Type the ssn of the employee(s) to be displayed on the report.

Employment By Disability Code

The Employment By Disability Code report (**Figure 164**) is displayed when you select ***Employment By Disability Code*** on the Workforce Reports menu (**Figure 107**). This report displays a list of employees by disability code within an organization. Data for this report is obtained from the Personnel History database and is updated biweekly. The grade indicator on the Personnel History database is used to determine an employee's grade.

Figure 164. Employment By Disability Code report

After running the Employment By Disability Code report (**Figure 164**), the Employment By Disability Code report (with criteria) (**Figure 165**) is displayed.

Figure 165. Employment By Disability Code report (with criteria)

Field Instructions:

Organizational Structure   Click this field to indicate the organization level to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Personnel Office Identifier   Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.

Pay Plan   Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either `Blue Collar (DOC Only)` or `Pay Bands (DOC Only)`. If you select either `Blue Collar (DOC Only)` or `Pay Bands (DOC Only)`, you can select *Pay Plan Groupings Include* for a list of what is contained in these two classifications. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupational Series   Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Grade   Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupation (PATCO)   Click this field to indicate the applicable job code to be displayed on the report. Valid values are `Professional`, `Administrative`, `Technical`, `Clerical`, `Other`, and `Blue collar`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (State)   Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Employment Type (PFT)   Click this field to indicate the full-time or part-time status of the employee. You can select *Employment Types Include* for definitions of the various employment types. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Age   Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Disability Code   Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select *Targeted Disabilities Include* for definitions of the various handicap types. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Gender   Click this field to indicate the gender to be displayed on the report. Valid values are **Male** and **Female**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Race And National Origin   Click this field to indicate the RNO Code to be displayed on the report. Valid values are **Asian/Pacific Islander**, **Black**, **Hispanic**, **American Indian/Alaskan Native**, **White**, and **Other**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Supervisory Status   Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are **Supervisor**, **Supervisor/Manager**, **Management**, **Supervisor (CSRA)**, **Management (CSRA)**, **Leader**, and **Non-Supervisory**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Education Level   Click this field to indicate the education level to be displayed on the report. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Length Of Service   Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Time Frame

Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **`Calendar Year`** and **`Fiscal Year`**. The default for this field is **`Calendar Year`**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Sort By:

Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. The default for this field is **`Disability Code`**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Employment Changes

The Employment Changes report (**Figure 166**) is displayed when you select **Employment Changes** on the Workforce Reports menu (**Figure 107**). This report displays employment data based on RNO and gender for two points in time (i.e., FY2003 and FY2004) by year. This report also provides comparison of employment levels between the time periods. Data for this report is obtained from the Personnel History database and is updated biweekly.

Figure 166. Employment Changes report

After running the Employment Changes report (**Figure 166**), the Employment Changes report (with criteria) (**Figure 167**) is displayed.

U.s. Department Of Agriculture
Distribution By Org Category
Comparison between Years Calendar Year 2003 and Calendar Year 2002 and Personnel Office Identifier = 5317 - USDA - OCFO ORLEANS, LA) (AG90) and Pay Plan = GS and Occ Ser = 0343 - MANAGEMENT AND PROGRAM ANALYSIS and Supervisory Sta Supervisory and Grade = 11 and Location (State) = Louisiana and PATCO = Professional or Administrative or Technical and Emplo Permanent Full-Time and Age >= 20 Years Old and Education Level = Bachelors or Post-Bachelors and Length of Service >=
By Org

Org	Date	Total	Women	Minorities	Black Men	Black Women	Hispanic Men	Hispanic Women	Asian Amer./Pacific Isl Men	Asian Amer./Pacific Isl Women	Amer Ind/ Alaskan Nat Men	Amer Ind/ Alaskan Nat Women	White Men	White Women
Off Of The Chief Fnancl Offcr	2000	16	11	9	2	5	.	2	.	.	.	.	3	.
%			68.8	56.2	12.5	31.2	.	12.5	.	.	.	.	18.8	2.
	2001	12	8	6	2	4	.	.	.	.	.	.	2	.
%			66.7	50	16.7	33.3	.	.	.	.	.	.	16.7	33.
Change In %	-33.3		-2.1	-6.2	4.2	2.1	0	-12.5	0	0	0	0	-2.1	8.
Total	2000	16	11	9	2	5	.	2	.	.	.	.	3	.
%			68.8	56.2	12.5	31.2	.	12.5	.	.	.	.	18.8	2.
	2001	12	8	6	2	4	.	.	.	.	.	.	2	.
%			66.7	50	16.7	33.3	.	.	.	.	.	.	16.7	33.
Change In %	-33.3		-2.1	-6.2	4.2	2.1	0	-12.5	0	0	0	0	-2.1	8.

Figure 167. Employment Changes report (with criteria)

Field Instructions:

Organizational Structure   Click this field to indicate the organization level to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Personnel Office Identifier   Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.

Pay Plan   Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either `Blue Collar (DOC Only)` or `Pay Bands (DOC Only)`. If you select either `Blue Collar (DOC Only)` or `Pay Bands (DOC Only)`, you can select *Pay Plan Groupings Include* for a list of what is contained in these two classifications. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupational Series   Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Grade   Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupation (PATCO)   Click this field to indicate the applicable job code to be displayed on the report. Valid values are `Professional`, `Administrative`, `Technical`, `Clerical`, `Other`, and `Blue collar`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Supervisory Status   Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are `Supervisor`, `Supervisor/Manager`, `Management`, `Supervisor (CSRA)`, `Management (CSRA)`, `Leader`, and `Non-Supervisory`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (State)   Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Employment Type (PFT)   Click this field to indicate the full-time or part-time status of the employee. You can select *Employment Types Include* for definitions of the various employment types. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Age   Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Disability Code   Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select *Targeted Disabilities Include* for definitions of the various handicap types. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Education Level   Click this field to indicate the education level to be displayed on the report. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Length Of Service   Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Time Frame 1   Click this field to indicate the first year to be displayed on the report. You can select the 4-digit numeric year. You can also select the applicable radio button to designate between *Calendar Year* and *Fiscal Year*. This field defaults to the current calendar year. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Time Frame 2   Click this field to indicate the second year to be displayed on the report. You can select the 4-digit numeric year. You can also select the applicable radio button to designate between **Calendar Year** and **Fiscal Year**. This field defaults to the previous calendar year. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Sort By: Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. The default for this field is `Sort By`. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Flex Fund

The Flex Fund report (**Figure 168**) is displayed when you select **Flex Fund** on the Workforce Reports menu (**Figure 107**). This report contains data on employees' contributions in Flexible Spending Accounts (FSA). Data for this report is obtained from NFC's T&A database and is updated biweekly.

Note: This report contains detailed data.

Flexfund Report: Fed Flex Payment Report By Plan Code

Organizational Structure

Personnel Office Identifer
Fed Flex Plan : OPM Fed Flex Dependent Care Acct (FD) and OPM Fed Flex Health Care Acct (FH)
Pay Plan
Occupational Series
Grade
Location (Duty State)
Location (Duty City)
Location (Duty County)
Separation Accession Type: Not Separated or Accession this Pay Period
Type of Appointment
Employment Type
Special Employee Code
Retirement System
Year and Pay Period

Figure 168. Flex Fund report

After running the Flex Fund report (**Figure 168**), the Flex Fund report (with criteria) (**Figure 169**) is displayed. You can select an employee from the list and obtain more detailed information on that employee. For more information on the data available on each employee on the list, see **Employee Search (By Name)**.

OPM FedFlex Payment Report By Plan Code
Sensitive Personnel Data -- Use is Restricted
Year and Pay Period = 2003 - 26 and Pay Period covered by TA = 2003 - 26 and Fed Flex Plan = OPM Fed Flex Dependent Care Acct (FD) and OPM Fed Flex Health Care Acct (FH) and Separation Accession Type = Not Separated or Accession this Pay Period

APPALACHIAN REGIONAL COMMISSION

(AP)

SSNO	Name	Plan Code	Dept	AGCY	POI	Premium W/H
Plan Code FD Participants:		**0**		**Total Plan Code FD Premiums:**		**$0.00**
		FH	AP	66	4016	$38.46
		FH	AP	66	4016	$11.54
		FH	AP	66	4016	$38.46
Plan Code FH Participants:		**3**		**Plan Code FH Premiums:**		**$88.46**
* Total Plan Code FD and FH Participants:		**3**		**Total Premiums:**		**$88.46**

* The Grand total of participants may not equal the individual count of employees with FD plans plus the employees with FH plans. The inequality may result because some employees may participate in both plans and will be counted in the grand total of participants only once.

Figure 169. Flex Fund report (with criteria)

Field Instructions:

Flexfund Report

Click this field to select the type of flexfund report to be displayed. Valid values are **Fed Flex Payment Report By Agency** and **Fed Flex Payment Report By Plan Code**. This field defaults to **Fed Flex Payment Report By Plan Code**. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Organizational Structure

Click this field to indicate the organization level to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Personnel Office Identifier

Click this field to indicate the Personnel Office Identifier (POI) to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the Submitting Office Number (SON). After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Fed Flex Plan

Click this field to indicate the Flexible Spending Account that the employee is enrolled in and contributing to. Valid values are **OPM Fed Flex Dependent Care Acct (FD)** and **OPM Fed Flex Health Care Account (FH)**. This field defaults to both values. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Pay Plan

Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**. If you select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**, you can select *Pay Plan Groupings Include* for a list of what is contained in these two classifications. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupational Series

Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Grade

Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (Duty State)

Click this field to indicate the duty state of the organization. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (Duty City)

Click this field to indicate the duty city of the organization. The options available for this field are determined upon your selection in the Location (Duty State) field. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (Duty County)

Click this field to indicate the county of the organization, if applicable. If there is no county for the organization based upon your selection in the Location (Duty State) and the Location (Duty City) field, a message, *There Were No Counties Designated For The Selected State*, will appear. If this message appears, click **[Cancel]** to return to the report. The default for this field is **All**. Multiple or block selections are allowed. If a selection is made, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Separation Accession Type

Click this field to indicate the separation accession status to be included on the report. Valid values are **Not Separated**, **Regular**, **Deceased**, and **Accession This Pay Period**. The default for this field is **Not Separated Or Accession This Pay Period**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Type Of Appointment

Click this field to indicate the appointment type to be displayed on the report. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Employment Type

Click this field to indicate the employment type to be displayed on the report. Valid values are **Full-time**, **Part-time**, **Intermittent**, **Fee Basis Of Piecework**, and **First 40 Hours**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Special Employee Code

Click this field to indicate the special employee code to be displayed on the report. Both the 2-digit numeric code and the alpha literal are displayed in this field. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Retirement System   Click this field to indicate the retirement system to be displayed on the report. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Year And Pay Period   Click this field to indicate the 4-digit year and 2-digit pay period for the T&A displayed on the report. This field goes back 26 pay periods.

Gender Profile

The Gender Profile report (**Figure 170**) is displayed when you select ***Gender Profile*** on the Workforce Reports menu (**Figure 107**). This report counts organization employees by gender. Data for this report is obtained from the Personnel History database and is updated biweekly. The Sex Code on the Personnel History database is used to identify the employee's gender.

Figure 170. Gender Profile report

After running the Gender Profile report (**Figure 171**), the Gender Profile report (with criteria) (**Figure 171**) is displayed.

Figure 171. Gender Profile report (with criteria)

Field Instructions:

Organizational Structure   Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Personnel Office Identifier   Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.

Pay Plan   Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**. If you select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**, you can select *Pay Plan Groupings Include* for a list of what is contained in these two classifications. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupational Series   Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Grade   Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupation (PATCO)   Click this field to indicate the applicable job code to be displayed on the report. Valid values are **Professional**, **Administrative**, **Technical**, **Clerical**, **Other**, and **Blue collar**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Supervisory Status   Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are `Supervisor`, `Supervisor/Manager`, `Management`, `Supervisor (CSRA)`, `Management (CSRA)`, `Leader`, and `Non-Supervisory`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (State)   Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Employment Type (PFT)   Click this field to indicate the full-time or part-time status of the employee. You can select *Employment Types Include* for definitions of the various employment types. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Age   Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Disability Code   Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select *Targeted Disabilities Include* for definitions of the various handicap types. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Race And National Origin Click this field to indicate the RNO Code to be displayed on the report. Valid values are `Asian/Pacific Islander`, `Black`, `Hispanic`, `American Indian/Alaskan Native`, `White`, and `Other`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Education Level   Click this field to indicate the education level to be displayed on the report. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Length Of Service

Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Include Relative Civilian Labor Force (RCLF) Statistics?

Click this field to indicate whether or not to include RCLF statistics. This field defaults to **No**. Valid values are **Yes** and **No**. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Time Frame

Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Sort By:

Click this field to indicate how you want the report sorted. This field defaults to **Organization**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Report As Chart Or Graph

Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **Chart** and **Graph**. The default for this field is **Chart**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Grade Distribution

The Grade Distribution report (**Figure 172**) is displayed when you select **Grade Distribution** on the Workforce Reports menu (**Figure 107**). This report displays a count by grade of employees in an organization. Data for this report is obtained from the Personnel History database and is updated weekly. The Grade indicator on the Personnel History database is used to identify the employee's grade.

Figure 172. Grade Distribution report

After running the Grade Distribution report (**Figure 172**), the Grade Distribution report (with criteria) (**Figure 173**) is displayed.

Figure 173. Grade Distribution report (with criteria)

Field Instructions:

Organizational Structure Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Personnel Office Identifier Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.

Pay Plan Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**. If you select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**, you can select *Pay Plan Groupings Include* for a list of what is contained in these two classifications. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupational Series Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupation (PATCO) Click this field to indicate the applicable job code to be displayed on the report. Valid values are **Professional**, **Administrative**, **Technical**, **Clerical**, **Other**, and **Blue collar**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Supervisory Status Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are **Supervisor**, **Supervisor/Manager**, **Management**, **Supervisor (CSRA)**, **Management (CSRA)**, **Leader**, and **Non-Supervisory**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (State)   Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Employment Type (PFT)   Click this field to indicate the full-time or part-time status of the employee. You can select ***Employment Types Include*** for definitions of the various employment types. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Age   Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Disability Code   Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select ***Targeted Disabilities Include*** for definitions of the various handicap types. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Gender   Click this field to indicate the gender to be displayed on the report. Valid values are `Male` and `Female`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Race And National Origin   Click this field to indicate the RNO Code to be displayed on the report. Valid values are `Asian/Pacific Islander`, `Black`, `Hispanic`, `American Indian/Alaskan Native`, `White`, and `Other`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Education Level   Click this field to indicate the education level to be displayed on the report. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Length Of Service   Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Time Frame   Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **`Calendar Year`** and **`Fiscal Year`**. The default for this field is **`Calendar Year`**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Sort By: Click this field to indicate how you want the report sorted. This field defaults to **`Organization`**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Report As Chart Or   Click this field to indicate if you want the report displayed as a chart or graph.
Graph   Valid values are **`Chart`** and **`Graph`**. The default for this field is **`Chart`**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Grades Across Minority And Gender

The Grades Across Minority and Gender report (**Figure 174**) is displayed when you select **Grades Across Minority And Gender** on the Workforce Reports menu (**Figure 107**). This report displays a count of employment by grade across RNO and gender. Data for this report is obtained from the Personnel History database and is updated biweekly.

Figure 174. Grades Across Minority And Gender report

After running the Grades Across Minority And Gender report (**Figure 174**), the Grades Across Minority And Gender report (with criteria) (**Figure 175**) is displayed.

U.s. Department Of Agriculture
Distribution By Grade
Calendar Year = 2003 and Personnel Office Identifier = 5317 – USDA – OCFO – NFC (NEW ORLEANS, LA) (AG90) and Pay Plan = GS and Occ Ser = 0343 – MANAGEMENT AND PROGRAM ANALYSIS and Grade = 11 and Location (State) = Louisiana and PATCO = Professional or Administrative or Technical and Employment Type = Permanent Full-Time and Age >= 20 Years Old and Education Level = Bachelors
By Grade

Grade	Total	Women	Minorities	Black Men	Black Women	Hispanic Men	Hispanic Women	Asian Amer./Pacific Isl Men	Asian Amer./Pacific Isl Women	Amer Ind/ Alaskan Nat Men	Amer Ind/ Alaskan Nat Women	White Men	White Women	Un-disclosed Men	Un-disclosed Women
11	16	11	10	3	7	.	.	.	.	.	.	2	4	.	.
%		68.8	62.5	18.8	43.8	.	.	.	.	.	.	12.5	25	.	.
Total	16	11	10	3	7	.	.	.	.	.	.	2	4	.	.
%		68.8	62.5	18.8	43.8	.	.	.	.	.	.	12.5	25	.	.

Total U.S. DEPARTMENT OF AGRICULTURE Population: 1607 (which includes employees that have not designated a Race and National Origin)

Figure 175. Grades Across Minority And Gender report (wtih criteria)

Field Instructions:

Organizational Structure   Click this field to indicate the organization level to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Personnel Office Identifier   Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also e used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.

Pay Plan   Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**. If you select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**, you can select *Pay Plan Groupings Include* for a list of what is contained in these two classifications. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupational Series   Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Grade   Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Disability Code   Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select *Targeted Disabilities Include* for definitions of the various handicap types. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupation (PATCO)   Click this field to indicate the applicable job code to be displayed on the report. Valid values are **Professional**, **Administrative**, **Technical**, **Clerical**, **Other**, and **Blue collar**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Supervisory Status   Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are **Supervisor**, **Supervisor/Manager**, **Management**, **Supervisor (CSRA)**, **Management (CSRA)**, **Leader**, and **Non-Supervisory**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (State)   Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Employment Type (PFT)   Click this field to indicate the full-time or part-time status of the employee. You can select *Employment Types Include* for definitions of the various employment types. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Age   Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Education Level   Click this field to indicate the education level to be displayed on the report. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Length Of Service   Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Time Frame Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **`Calendar Year`** and **`Fiscal Year`**. The default for this field is **`Calendar Year`**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Sort By: Click this field to indicate how you want the report sorted. This field defaults to **`Grade`**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Grade Range

The Grade Range report (**Figure 176**) is displayed when you select **Grade Range** on the Workforce Reports menu (**Figure 107**). This report displays a count of employees by grade across RNO and gender. Data for this report is obtained from the Personnel History database and is updated biweekly.

Figure 176. Grade Range report

After the Grade Range report (**Figure 176**) is run, the Grade Range report (with criteria) (**Figure 177**) is displayed.

U.s. Department Of Agriculture
Distribution By PATCO and Grade Range
Calendar Year = 2003 and Personnel Office Identifier = 5317 – USDA – OCFO – NFC (NEW ORLEANS, LA) (AG90) and Pay Plan = GS and Occ Ser = 0343 – MANAGEMENT AND PROGRAM ANALYSIS and Supervisory Status = Non–Supervisory and RNO = White and Gender = Female and Grade = 11 and Location (State) = Louisiana or Maine and PATCO = Professional or Administrative or Technical or Clerical and Employment Type = Permanent Full–Time and Age >= 25 Years Old and Education Level = Bachelors and Length of Service >= 5 years
By PATCO

PATCO	Grade	Total	Women	Minorities	Black Men	Black Women	Hispanic Men	Hispanic Women	Asian Amer./Pacific Isl Men	Asian Amer./Pacific Isl Women	Amer Ind/ Alaskan Nat Men	Amer Ind/ Alaskan Nat Women	White Men	White Women	Un-disclosed Men	Un-disclosed Women
Administrative	01-04	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
	%		.	.	.	.	.	.	.	.	.	.	.	.	.	.
	05-08	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
	%		.	.	.	.	.	.	.	.	.	.	.	.	.	.
	09-12	4	4	.	.	.	.	.	.	.	.	.	.	4	.	.
	%		100	.	.	.	.	.	.	.	.	.	.	100	.	.
	13-15	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
	%		.	.	.	.	.	.	.	.	.	.	.	.	.	.
	00	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
	%		.	.	.	.	.	.	.	.	.	.	.	.	.	.
Subtotal		4	4	.	.	.	.	.	.	.	.	.	.	4	.	.
	%		100	.	.	.	.	.	.	.	.	.	.	100	.	.

Figure 177. Grade Range report (with criteria)

Field Instructions:

Organizational Structure
Click this field to indicate the organization level to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Personnel Office Identifier
Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.

Pay Plan
Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**. If you select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**, you can select *Pay Plan Groupings Include* for a list of what is contained in these two classifications. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupational Series
Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Disability Code
Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select *Targeted Disabilities Include* for definitions of the various handicap types. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Gender
Click this field to indicate the gender to be displayed on the report. Valid values are **Male** and **Female**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Race And National Origin   Click this field to indicate the RNO Code to be displayed on the report. Valid values are **Asian/Pacific Islander**, **Black**, **Hispanic**, **American Indian/Alaskan Native**, **White**, and **Other**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Grade   Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupation (PATCO)   Click this field to indicate the applicable job code to be displayed on the report. Valid values are **Professional**, **Administrative**, **Technical**, **Clerical**, **Other**, and **Blue collar**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Supervisory Status   Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are **Supervisor**, **Supervisor/Manager**, **Management**, **Supervisor (CSRA)**, **Management (CSRA)**, **Leader**, and **Non-Supervisory**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (State)   Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Employment Type (PFT)   Click this field to indicate the full-time or part-time status of the employee. You can select ***Employment Types Include*** for definitions of the various employment types. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Age   Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Education Level

Click this field to indicate the education level to be displayed on the report. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Length Of Service

Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Time Frame

Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Sort By:

Click this field to indicate how you want the report sorted. This field defaults to **PATCO**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Leave Balances

The Leave Balances report (**Figure 178**) is displayed when you select ***Leave Balances*** on the Workforce Reports menu (**Figure 107**). This report displays a list of employees within an organization and the leave balance for each employee. The length of the list depends on what organizational level that you go down to. Data for this report is obtained from the Payroll/Personnel database and is updated biweekly.

Note: This report contains detailed data.

Figure 178. Leave Balances report

After the Leave Balances report (**Figure 178**) is run, the Leave Balances report (with criteria) (**Figure 179**) is displayed. Only twenty employee records are displayed at one time. If more than twenty records meet the selection criteria, you will be able click the applicable page number to find the applicable record. Each employee record contains the employee's name, ssn, current annual leave balance, current sick leave balance, current compensatory leave balance, any leave without pay information pertaining that employee, the employee's annual leave category, any suspension leave information, the employee's SCD date for leave, the employee's base salary, military leave information, and FLSA information. You can select an employee within the list to obtain more information on the employee. For more information on the data available on each employee on the list, see **Employee Search (By Name)**.

Leave Balances
Sensitive Personnel Data -- Use is Restricted
Employing Office Code = 4016 - APPAL REG COMM-HRO RM 721 (WASHINGTON, DC) (AP66) and Pay
Plan = GS and Grade = 13
By Last Name

APPALACHIAN REGIONAL COMMISSION

(AP)

Name	SSNO	AL Curr Balance	SL Curr Balance	CL Tot Curr	LWOP Ret Rif	Su LV Ret	AL Cat	SCD Leave	Base Salary	Mil Lv Co	Mil Lv Day YTD	Mil Lv Hr YTD	FLSA
_____		38	16	0			4	02/03/2003	$63,293.00				E
_____	_____	208	16	0			8	03/13/1977	$69,419.00				E

2 records were selected
You are now viewing records 1 through 2

Figure 179. Leave Balances report (with criteria)

Field instructions:

Organizational Structure Click this field to indicate the organization level to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Personnel Office Identifier Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.

Pay Plan Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**. If you select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**, you can select *Pay Plan Groupings Include* for a list of what is contained in these two classifications. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupational Series Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Grade Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupation (PATCO)   Click this field to indicate the applicable job code to be displayed on the report. Valid values are **Professional**, **Administrative**, **Technical**, **Clerical**, **Other**, and **Blue collar**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Supervisory Status   Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are **Supervisor**, **Supervisor/Manager**, **Management**, **Supervisor (CSRA)**, **Management (CSRA)**, **Leader**, and **Non-Supervisory**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (Duty State)   Click this field to indicate the duty state of the organization. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (Duty City)   Click this field to indicate the duty city of the organization. The options available for this field are determined upon your selection in the Location (Duty State) field. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (Duty County)   Click this field to indicate the county of the organization, if applicable. If there is no county for the organization based upon your selection in the Location (Duty State) and the Location (Duty City) field, a message, *There Were No Counties Designated For The Selected State*, will appear. If this message appears, click **[Cancel]** to return to the report. The default for this field is **All**. Multiple or block selections are allowed. If a selection is made, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Employment Type (PFT)   Click this field to indicate the full-time or part-time status of the employee. You can select *Employment Types Include* for definitions of the various employment types. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Age   Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Disability Code   Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select *Targeted Disabilities Include* for definitions of the various handicap types. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Gender   Click this field to indicate the gender to be displayed on the report. Valid values are **Male** and **Female**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Race And National Origin   Click this field to indicate the race/national origin (RNO) origin to be displayed on the report. Valid values are **Asian/Pacific Islander**, **Black**, **Hispanic**, **American Indian/Alaskan Native**, **White**, and **Other**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Education Level   Click this field to indicate the education level to be displayed on the report. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Tenure Group   Click this field to indicate the tenure group to displayed on the report. Valid values are **Not In Any Retention Group**, **Group 1**, **Group 2**, and **Group 3**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Uniform Service Status   Click this field to indicate the uniform service status. Valid values are **None**, **Ready Reserve**, **Standby Reserve**, **National Guard**, **Retired Military–Regular**, and **Retired Military–Non-regular**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Veteran Status   Click this field to indicate the veteran status in relation to the Vietnam War. Valid values are **Not A Veteran Of The Vietnam Era (Prior To 9/30/91)**, **Vietnam Era Veteran**, **Pre-Vietnam Era Veteran**, **Post-Vietnam Era Veteran**, and **Not A Veteran (After 9/30/91)**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Separation Accession Type
Click this field to indicate the separation accession status to be included on the report. Valid values are **Not Separated**, **Regular**, **Deceased**, and **Accession This Pay Period**. The default for this field is **Not Separated Or Accession This Pay Period**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Type Of Appointment
Click this field to indicate the appointment type to be displayed on the report. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Employment Type
Click this field to indicate the employment type to be displayed on the report. Valid values are **Full-time**, **Part-time**, **Intermittent**, **Fee Basis Of Piecework**, and **First 40 Hours**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Special Employee Code
Click this field to indicate the special employee code to be displayed on the report. Both the 2-digit numeric code and the alpha literal are displayed in this field. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Retirement System
Click this field to indicate the retirement system to be displayed on the report. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Sort Order
Click this field to indicate the sort order options to be displayed on the report. You can select six levels of sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. If no sort options are selected, **Last Name** is used to sort the data.

Leave Liability

The Leave Liability report (**Figure 180**) is displayed when you select ***Leave Liability*** on the Workforce Reports menu (**Figure 107**). This report contains leave data for the employees within an organization. Both the number of hours and the dollar values of those hours are listed on the report. A list of the employees is displayed when the report is run. You can select an employee to display data about that individual employee. Data for this report is taken from NFC's Payroll/Personnel database and is updated biweekly.

Note: This report contains detailed data.


```
Organizational Structure

Personnel Office Identifer
Pay Plan:
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (Duty State)
Location (Duty City)
Location (Duty County)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Tenure Group
Uniform Service Status
Veteran Status
Separation Accession Type: Not Separated or Accession this Pay Period
Type of Appointment
Employment Type
Special Employee Code
Retirement System
Sort Order: Pay Plan, Grade, Step
```

Figure 180. Leave Liability report

After running the Leave Liability report (**Figure 180**), the Leave Liability report (with criteria) (**Figure 181**) is displayed.

Figure 181. Leave Liability report (with criteria)

Field Instructions:

Organizational Structure   Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Personnel Office Identifier   Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.

Pay Plan   Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**. If you select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**, you can select *Pay Plan Groupings Include* for a list of what is contained in these two classifications. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupational Series

Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Grade

Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupation (PATCO)

Click this field to indicate the applicable job code to be displayed on the report. Valid values are **Professional**, **Administrative**, **Technical**, **Clerical**, **Other**, and **Blue collar**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Supervisory Status

Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are **Supervisor**, **Supervisor/Manager**, **Management**, **Supervisor (CSRA)**, **Management (CSRA)**, **Leader**, and **Non-Supervisory**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (Duty State)

Click this field to indicate the duty state of the organization. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (Duty City)

Click this field to indicate the duty city of the organization. The options available for this field are determined upon your selection in the Location (Duty State) field. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Employment Type (PFT)

Click this field to indicate the full-time or part-time status of the employee. You can select *Employment Types Include* for definitions of the various employment types. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Age

Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Disability Code

Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select *Targeted Disabilities Include* for definitions of the various handicap types. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Gender

Click this field to indicate the gender to be displayed on the report. Valid values are **Male** and **Female**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Race And National Origin

Click this field to indicate the RNO Code to be displayed on the report. Valid values are **Asian/Pacific Islander**, **Black**, **Hispanic**, **American Indian/Alaskan Native**, **White**, and **Other**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Education Level

Click this field to indicate the education level to be displayed on the report. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Tenure Group

Click this field to indicate the tenure group to displayed on the report. Valid values are **Not In Any Retention Group**, **Group 1**, **Group 2**, and **Group 3**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Uniform Service Status

Click this field to indicate the uniform service status. Valid values are **None**, **Ready Reserve**, **Standby Reserve**, **National Guard**, **Retired Military–Regular**, and **Retired Military–Non-regular**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Veteran Status

Click this field to indicate the veteran status in relation to the Vietnam War. Valid values are **Not A Veteran Of The Vietnam Era (Prior To 9/30/91)**, **Vietnam Era Veteran**, **Pre-Vietnam Era Veteran**, **Post-Vietnam Era Veteran**, and **Not A Veteran (After 9/30/91)**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Separation Accession Type Click this field to indicate the separation accession status to be included on the report. Valid values are **Not Separated**, **Regular**, **Deceased**, and **Accession This Pay Period**. The default for this field is **Not Separated Or Accession This Pay Period**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Type Of Appointment Click this field to indicate the appointment type to be displayed on the report. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Employment Type Click this field to indicate the employment type to be displayed on the report. Valid values are **Full-time**, **Part-time**, **Intermittent**, **Fee Basis Of Piecework**, and **First 40 Hours**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Special Employee Code Click this field to indicate the special employee code to be displayed on the report. Both the 2-digit numeric code and the alpha literal are displayed in this field. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Retirement System Click this field to indicate the retirement system to be displayed on the report. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Sort Order Click this field to indicate the sort order options to be displayed on the report. You can select six levels of sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Length Of Service Profile

The Length of Service Profile report (**Figure 182**) is displayed when you select **Length Of Service** on the Workforce Reports menu (**Figure 107**). This report displays a count of organization employees across length of service categories. Data for this report was obtained from the Personnel History database and is updated biweekly. Employees with no service computation date (SCD) are not included in this count.

Figure 182. Length Of Service Profile report

After running the Length Of Service Profile report (**Figure 182**), the Length Of Service Profile report (with criteria) (**Figure 183**) is displayed.

Figure 183. Length Of Servie Profile report (with criteira)

Field Instructions:

Organizational Structure   Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Personnel Office Identifier   Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.

Pay Plan   Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either `Blue Collar (DOC Only)` or `Pay Bands (DOC Only)`. If you select either `Blue Collar (DOC Only)` or `Pay Bands (DOC Only)`, you can select *Pay Plan Groupings Include* for a list of what is contained in these two classifications. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
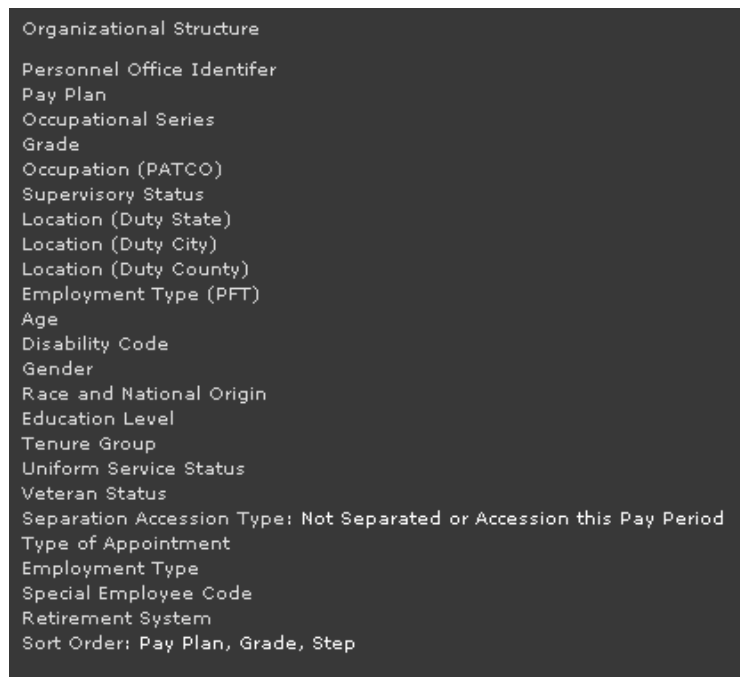
Occupational Series   Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Grade   Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupation (PATCO)   Click this field to indicate the applicable job code to be displayed on the report. Valid values are `Professional`, `Administrative`, `Technical`, `Clerical`, `Other`, and `Blue collar`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Supervisory Status   Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are **Supervisor**, **Supervisor/Manager**, **Management**, **Supervisor (CSRA)**, **Management (CSRA)**, **Leader**, and **Non-Supervisory**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (State)   Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Employment Type (PFT)   Click this field to indicate the full-time or part-time status of the employee. You can select *Employment Types Include* for definitions of the various employment types. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Age   Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Disability Code   Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select *Targeted Disabilities Include* for definitions of the various handicap types. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Gender   Click this field to indicate the gender to be displayed on the report. Valid values are **Male** and **Female**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Race And National Origin   Click this field to indicate the RNO Code to be displayed on the report. Valid values are **Asian/Pacific Islander**, **Black**, **Hispanic**, **American Indian/Alaskan Native**, **White**, and **Other**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Education Level
Click this field to indicate the education level to be displayed on the report. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Include Percentages
Click this field to indicate whether or not to include percentage columns for each data column on the report. The default for this field is **No**. Valid values are **Yes** and **No**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as appropriate.

Time Frame
Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Sort By:
Click this field to indicate how you want the report sorted. This field defaults to **Organization**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Report As Chart Or Graph
Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **Chart** and **Graph**. The default for this field is **Chart**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Life Insurance Listing

The Life Insurance Listing report (**Figure 184**) is displayed when you select **Life Insurance Listing** on the Workforce Reports menu (**Figure 107**). This report contains detail data concerning the employees in an organization and their life insurance elections. Data for this report is obtained from the Payroll/Personnel database and is updated biweekly.

Note: This report contains detailed data.

Figure 184. Life Insurance Listing report

After running the List Insurance Listing report (**Figure 184**), the Life Insurance Listing report (with criteria) (**Figure 185**) is displayed.

Figure 185. Life Insurance Listing report (with criteria)

Field Instructions:

Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Personnel Office Identifier

Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.

Life Ins. Plan Display

Click this field to indicate the numeric type of plan to be displayed on the report. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Life Ins. Plan

Click this field to indicate the type of insurance to be displayed on the report. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Life Ins. Coverage

Click this field to indicate the coverage code for the insurance in the Life Ins. Plan field. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Life Ins. Option

Click this field to indicate the option code for the insurance in the Life Ins. Plan field. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Life Ins. Plan 2

Click this field to indicate the second type of insurance to be displayed on the report. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Life Ins. Coverage 2

Click this field to indicate the coverage code for the insurance in the Life Ins. Plan 2 field. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Life Ins. Option 2

Click this field to indicate the option code for the insurance in the Life Ins. Plan 2 field. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Life Ins. Plan 3   Click this field to indicate the third type of insurance to be displayed on the report. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Life Ins. Coverage 3   Click this field to indicate the coverage code for the insurance in the Life Ins. Plan 3 field. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Life Ins. Option 3   Click this field to indicate the option code for the insurance in the Life Ins. Plan 3 field. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Life Ins. Plan 4   Click this field to indicate the fourth type of insurance to be displayed on the report. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Life Ins. Coverage 4   Click this field to indicate the coverage code for the insurance in the Life Ins. Plan 4 field. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Pay Plan   Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either `Blue Collar (DOC Only)` or `Pay Bands (DOC Only)`. If you select either `Blue Collar (DOC Only)` or `Pay Bands (DOC Only)`, you can select *Pay Plan Groupings Include* for a list of what is contained in these two classifications. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupational Series   Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Grade   Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupation (PATCO)   Click this field to indicate the applicable job code to be displayed on the report. Valid values are `Professional`, `Administrative`, `Technical`, `Clerical`, `Other`, and `Blue collar`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Supervisory Status   Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are **Supervisor**, **Supervisor/Manager**, **Management**, **Supervisor (CSRA)**, **Management (CSRA)**, **Leader**, and **Non-Supervisory**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (Duty State)   Click this field to indicate the duty state of the organization. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (Duty City)   Click this field to indicate the duty city of the organization. The options available for this field are determined upon your selection in the Location (Duty State) field. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (Duty County)   Click this field to indicate the county of the organization, if applicable. If there is no county for the organization based upon your selection in the Location (Duty State) and the Location (Duty City) field, a message, *There Were No Counties Designated For The Selected State*, will appear. If this message appears, click **[Cancel]** to return to the report. The default for this field is **All**. Multiple or block selections are allowed. If a selection is made, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Employment Type (PFT)   Click this field to indicate the full-time or part-time status of the employee. You can select *Employment Types Include* for definitions of the various employment types. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Age   Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Disability Code   Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select *Targeted Disabilities Include* for definitions of the various handicap types. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Gender	Click this field to indicate the gender to be displayed on the report. Valid values are **Male** and **Female**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Race And National Origin	Click this field to indicate the RNO Code to be displayed on the report. Valid values are **Asian/Pacific Islander**, **Black**, **Hispanic**, **American Indian/Alaskan Native**, **White**, and **Other**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Tenure Group	Click this field to indicate the tenure group to displayed on the report. Valid values are **Not In Any Retention Group**, **Group 1**, **Group 2**, and **Group 3**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Uniform Service Status	Click this field to indicate the uniform service status. Valid values are **None**, **Ready Reserve**, **Standby Reserve**, **National Guard**, **Retired Military-Regular**, and **Retired Military-Non-regular**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Veteran Status	Click this field to indicate the veteran status in relation to the Vietnam War. Valid values are **Not A Veteran Of The Vietnam Era (Prior To 9/30/91)**, **Vietnam Era Veteran**, **Pre-Vietnam Era Veteran**, **Post-Vietnam Era Veteran**, and **Not A Veteran (After 9/30/91)**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Separation Accession Type	Click this field to indicate the separation accession status to be included on the report. Valid values are **Not Separated**, **Regular**, **Deceased**, and **Accession This Pay Period**. The default for this field is **Not Separated Or Accession This Pay Period**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Type Of Appointment   Click this field to indicate the appointment type to be displayed on the report. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Manpower Analysis

The Manpower Analysis report (**Figure 186**) is displayed when you select **Manpower Analysis** on the Workforce Reports menu (**Figure 107**). This report displays a list of all employees in an organization. The lists are arranged in columns by employee name, date of birth, ssn, grade and step, pay plan, series, salary, pay basis, position designation number, SCD date, tour or duty, whether the employee is a permanent or temporary employee, veteran's preference, pay rate determinant code, and compensatory and exceptional service. Totals for an organization are displayed after the last page of the report. Data for this report is obtained from the Payroll/Personnel database and is updated biweekly. All employees are available for data for this report.

Note: This report contains detailed data.


```
Organizational Structure

Personnel Office Identifer
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (Duty State)
Location (Duty City)
Location (Duty County)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Tenure Group
Uniform Service Status
Veteran Status
Separation Accession Type: Not Separated or Accession this Pay Period
Type of Appointment
Employment Type
Special Employee Code
Retirement System
Sort Order: Pay Plan, Grade, Step
```

Figure 186. Manpower Analysis report

After running the Manpower Analysis report (**Figure 186**), the Manpower Analysis report (with criteria) (**Figure 187**) is displayed.

Figure 187. Manpower Analysis report (with criteria)

Field Instructions:

Organizational Structure   Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Personnel Office Identifier   Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.

Pay Plan   Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**. If you select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**, you can select *Pay Plan Groupings Include* for a list of what is contained in these two classifications. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupational Series   Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Grade	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Occupation (PATCO)	Click this field to indicate the applicable job code to be displayed on the report. Valid values are **Professional**, **Administrative**, **Technical**, **Clerical**, **Other**, and **Blue collar**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Supervisory Status	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are **Supervisor**, **Supervisor/Manager**, **Management**, **Supervisor (CSRA)**, **Management (CSRA)**, **Leader**, and **Non-Supervisory**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Location (Duty State)	Click this field to indicate the duty state of the organization. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Location (Duty City)	Click this field to indicate the duty city of the organization. The options available for this field are determined upon your selection in the Location (Duty State) field. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Location (Duty County)	Click this field to indicate the county of the organization, if applicable. If there is no county for the organization based upon your selection in the Location (Duty State) and the Location (Duty City) field, a message, *There Were No Counties Designated For The Selected State*, will appear. If this message appears, click **[Cancel]** to return to the report. The default for this field is **All**. Multiple or block selections are allowed. If a selection is made, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Employment Type (PFT)	Click this field to indicate the full-time or part-time status of the employee. You can select *Employment Types Include* for definitions of the various employment types. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

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Disability Code   Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select ***Targeted Disabilities Include*** for definitions of the various handicap types. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Gender   Click this field to indicate the gender to be displayed on the report. Valid values are **Male** and **Female**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Race And National Origin   Click this field to indicate the RNO Code to be displayed on the report. Valid values are **Asian/Pacific Islander**, **Black**, **Hispanic**, **American Indian/Alaskan Native**, **White**, and **Other**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Education Level   Click this field to indicate the education level to be displayed on the report. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Tenure Group   Click this field to indicate the tenure group to displayed on the report. Valid values are **Not In Any Retention Group**, **Group 1**, **Group 2**, and **Group 3**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Uniform Service Status   Click this field to indicate the uniform service status. Valid values are **None**, **Ready Reserve**, **Standby Reserve**, **National Guard**, **Retired Military-Regular**, and **Retired Military-Non-regular**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Veteran Status   Click this field to indicate the veteran status in relation to the Vietnam War. Valid values are **Not A Veteran Of The Vietnam Era (Prior To 9/30/91)**, **Vietnam Era Veteran**, **Pre-Vietnam Era Veteran**, **Post-Vietnam Era Veteran**, and **Not A Veteran (After 9/30/91)**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Separation Accession Type
Click this field to indicate the separation accession status to be included on the report. Valid values are **Not Separated**, **Regular**, **Deceased**, and **Accession This Pay Period**. The default for this field is **Not Separated Or Accession This Pay Period**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Type Of Appointment
Click this field to indicate the appointment type to be displayed on the report. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Employment Type
Click this field to indicate the employment type to be displayed on the report. Valid values are **Full-time**, **Part-time**, **Intermittent**, **Fee Basis Of Piecework**, and **First 40 Hours**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Special Employee Code
Click this field to indicate the special employee code to be displayed on the report. Both the 2-digit numeric code and the alpha literal are displayed in this field. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Retirement System
Click this field to indicate the retirement system to be displayed on the report. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Sort Order
Click this field to indicate the sort order options to be displayed on the report. You can select six levels of sort options. Click the down arrow to display the various sort options. If no sort options are selected, organizational levels are used as the sort options. The default for this field is **Pay Plan, Grade, Step**. After making your selection, click **[Done]**, **[Reset]**, or **[Cancel]**, as applicable.

Minority Profile

The Minority Profile report (**Figure 188**) is displayed when you select ***Minority Profile*** on the Workforce Reports menu (**Figure 107**). This report displays a count across RNO of employees in an organization. Data for this report is obtained from the Personnel History database and is updated biweekly.

Figure 188. Minority Profile report

After running the Minority Profile report (**Figure 188**), the Minority Profile report (with criteria) (**Figure 189**) is displayed.

Figure 189. Minority Profile report (with criteria)

Field Instructions:

Organizational Structure   Click this field to indicate the organization level to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Personnel Office Identifier   Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.

Pay Plan   Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either `Blue Collar (DOC Only)` or `Pay Bands (DOC Only)`. If you select either `Blue Collar (DOC Only)` or `Pay Bands (DOC Only)`, you can select *Pay Plan Groupings Include* for a list of what is contained in these two classifications. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupational Series   Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Grade   Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupation (PATCO)   Click this field to indicate the applicable job code to be displayed on the report. Valid values are `Professional`, `Administrative`, `Technical`, `Clerical`, `Other`, and `Blue collar`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Supervisory Status	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are **Supervisor**, **Supervisor/Manager**, **Management**, **Supervisor (CSRA)**, **Management (CSRA)**, **Leader**, and **Non-Supervisory**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Location (State)	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Employment Type (PFT)	Click this field to indicate the full-time or part-time status of the employee. You can select *Employment Types Include* for definitions of the various employment types. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.
Disability Code	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select *Targeted Disabilities Include* for definitions of the various handicap types. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Education Level	Click this field to indicate the education level to be displayed on the report. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Length Of Service	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.
Sort By Gender Inside Of RNO Classification	Click this field to indicate whether or not to sort across gender within each RNO classification. Valid values are **Yes** and **No**. This field defaults to **Yes**. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Time Frame   Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not run to the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **`Calendar Year`** and **`Fiscal Year`**. The default for this field is **`Calendar Year`**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Sort By: Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **`Organization`**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Report As Chart Or Graph   Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **`Chart`** and **`Graph`**. The default for this field is **`Chart`**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Occupation (PATCO) Profile

The Occupation (PATCO) Profile report (**Figure 190**) is displayed when you select ***Occupation (PATCO) Profile*** on the Workforce Reports menu (**Figure 107**). This report displays a count of the employees in an organization grouped across their PATCO (professional, administrative, technical, clerical, other) categories. Data for this report is obtained from the Personnel History database and is updated biweekly.

Figure 190. Occupation (PATCO) Profile report

After running the Occupation (PATCO) Profile report (**Figure 190**), the Occupation (PATCO) Profile report (with criteria) (**Figure 191**) is displayed.

Occupation (PATCO)
U.s. Department Of Agriculture
Calendar Year = 2003 and Personnel Office Identifier = 5317 – USDA – OCFO – NFC (NEW ORLEANS, LA) (AG90) and Pay Plan = GS and RNO = White and Gender = Female and Supervisory Status = Non-Supervisory and Occ Ser = 0343 – MANAGEMENT AND PROGRAM ANALYSIS and Grade = 11 and Location (State) = Louisiana and Employment Type = Permanent Full-Time and Education Level = Bachelors and Age >= 20 Years Old
By Org

Org	Total	% of Population	Prof	Admin	Tech	Cler	Other	Supv BC	LDR BC	NonSupv BC
Off Of The Chief Fnancl Offcr	4	100	.	4	.	.	.	.	.	.
Total	4	100	.	4	.	.	.	.	.	.

Total U.S. DEPARTMENT OF AGRICULTURE Population: 106375

Figure 191. Occupation (PATCO) Profile report (with criteria)

Field Instructions:

Organizational Structure   Click this field to indicate the organization level to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Personnel Office Identifier   Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.

Pay Plan   Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**. If you select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**, you can select *Pay Plan Groupings Include* for a list of what is contained in these two classifications. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupational Series   Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Grade   Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Supervisory Status   Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are **Supervisor**, **Supervisor/Manager**, **Management**, **Supervisor (CSRA)**, **Management (CSRA)**, **Leader**, and **Non-Supervisory**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (State) Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Employment Type (PFT) Click this field to indicate the full-time or part-time status of the employee. You can select ***Employment Types Include*** for definitions of the various employment types. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Age Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Disability Code Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select ***Targeted Disabilities Include*** for definitions of the various handicap types. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Gender Click this field to indicate the gender to be displayed on the report. Valid values are **Male** and **Female**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Race And National Origin Click this field to indicate the RNO to be displayed on the report. Valid values are **Asian/Pacific Islander**, **Black**, **Hispanic**, **American Indian/Alaskan Native**, **White**, and **Other**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Education Level Click this field to indicate the education level to be displayed on the report. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Length Of Service Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Include Percentages?   Click this field to indicate whether or not to include a percentage column for each data column. Valid values are **Yes** and **No**. The default for this field is **No**. Multiple or block selections are not allowed. After making your selection, click**[Done] [Done]** or **[Cancel]**, as applicable.

Time Frame   Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Sort By: Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **Organization**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Report As Chart Or Graph   Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **Chart** and **Graph**. The default for this field is **Chart**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

▶Occupational Series Listing

The Occupational Series Listing report (**Figure 192**) is displayed when you select ***Occupational Series Listing*** on the Workforce Reports menu (**Figure 107**). This report contains information on employees in certain occupational listings. Data for this report is obtained from the Payroll/Personnel database and is updated biweekly.

Figure 192. Occupational Series Listing report

After running the Occupational Series Listing report (**Figure 192**), the Occupational Series Listing report (with criteria) (**Figure 193**) is displayed.

Figure 193. Occupational Series Listing report (with criteria)

Field Instructions:

Report Type	Click this field to indicate what type of report you wish to display on the report. Valid values are `Detail Listing (Includes Name And SSNO)`, `Detail Listing (Without Name And SSNO)`, and `Salary And Benefits Summary`. After making your selection, click **[Done]** or **[Reset]** as applicable.
Organizational Structure	Click this field to indicate the organization to be displayed on the report. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**.
Personnel Office Identier	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. After making your selection, click **[Done]** or **[Cancel]** as applicable.
Pay Plan	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either `Blue Collar (DOC Only)` or `Pay Bands (DOC Only)`. If you select either `Blue Collar (DOC Only)` or `Pay Bands (DOC Only)`, you can select *Pay Plan Groupings Include* for a list of what is contained in these two classifications. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupational Series   Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Grade   Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupation (PATCO)   Click this field to indicate the applicable job code to be displayed on the report. Valid values are `Professional`, `Administrative`, `Technical`, `Clerical`, `Other`, and `Blue collar`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Supervisory Status   Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are `Supervisor`, `Supervisor/Manager`, `Management`, `Supervisor (CSRA)`, `Management (CSRA)`, `Leader`, and `Non-Supervisory`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (Duty State)   Click this field to indicate the duty state of the organization. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (Duty City)   Click this field to indicate the duty city of the organization. The options available for this field are determined upon your selection in the Location (Duty State) field. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (Duty County)   Click this field to indicate the county of the organization, if applicable. If there is no county for the organization based upon your selection in the Location (Duty State) and the Location (Duty City) field, a message, *There Were No Counties Designated For The Selected State*, will appear. If this message appears, click **[Cancel]** to return to the report. The default for this field is `All`. Multiple or block selections are allowed. If a selection is made, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Employment Type (PFT)   Click this field to indicate the full-time or part-time status of the employee. You can select *Employment Types Include* for definitions of the various employment types. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Age Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Disability Code Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select *Targeted Disabilities Include* for definitions of the various handicap types. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Gender Click this field to indicate the gender to be displayed on the report. Valid values are **Male** and **Female**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Race And National Origin Click this field to indicate the RNO to be displayed on the report. Valid values are **Asian/Pacific Islander**, **Black**, **Hispanic**, **American Indian/Alaskan Native**, **White**, and **Other**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Education Level Click this field to indicate the education level to be displayed on the report. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Tenure Group Click this field to indicate the tenure group to displayed on the report. Valid values are **Not In Any Retention Group**, **Group 1**, **Group 2**, and **Group 3**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Uniform Service Status Click this field to indicate the uniform service status. Valid values are **None**, **Ready Reserve**, **Standby Reserve**, **National Guard**, **Retired Military-Regular**, and **Retired Military-Non-regular**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Veteran Status	Click this field to indicate the veteran status in relation to the Vietnam War. Valid values are `Not A Veteran Of The Vietnam Era (Prior To 9/30/91)`, `Vietnam Era Veteran`, `Pre-Vietnam Era Veteran`, `Post-Vietnam Era Veteran`, and `Not A Veteran (After 9/30/91)`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
SCD Date (Leave)	Click the down arrows to indicate the range, month, day, and year for service computation date (SCD) for leave for the employees to be displayed on the report.
	The first down arrow sets the parameters of the report. Valid values are `Equals`, `Not Equal To`, `Less Than Or Equal To`, `Less Than`, `Greater Than Or Equal To`, and `Greater Than`.
	The second down arrow is used to indicate the month. Valid values are `01` through `12`.
	The third down arrow is used to indicate the day. Valid values are `01` through `31`.
	The fourth down arrow is used to indicate the year.
	Valid values are `1945` through `2004`. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]** as applicable.
Separation Accession Type	Click this field to indicate the separation accession status to be included on the report. Valid values are `Not Separated`, `Regular`, `Deceased`, and `Accession This Pay Period`. The default for this field is `Not Separated Or Accession This Pay Period`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Type Of Appointment	Click this field to indicate the appointment type to be displayed on the report. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Employment Type	Click this field to indicate the employment type to be displayed on the report. Valid values are `Full-time`, `Part-time`, `Intermittent`, `Fee Basis Of Piecework`, and `First 40 Hours`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Special Employee Code	Click this field to indicate the special employee code to be displayed on the report. Both the 2-digit numeric code and the alpha literal are displayed in this field. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Retirement System Click this field to indicate the retirement system to be displayed on the report. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Sort Order: Click this field to indicate how you want the report sorted. There are up to six levels of sort options for this field. Multiple or block selections are not allowed. This field defaults to **Last Name**. After making your selection, click **[Done]** or**[Reset]** , as applicable.◄

Official Time For Union Business

The Official Time For Union Business report (**Figure 194**) is displayed when you select **Official Time For Union Business** on the Workforce Reports menu (**Figure 107**). This report displays information regarding canceled payments that have been returned to NFC and require agency action. Data for this report is obtained from DOTS and is updated daily.

Figure 194. Official Time For Union Business report

After running the Official Time For Union Business report (**Figure 194**), the Official Time For Union Business report (with criteria) (**Figure 195**) is displayed.

Figure 195. Official Time For Union Business report (with criteria)

Field Instructions:

Organizational Structure   Click this field to indicate the organization to be displayed on the report. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**.

Personnel Office Identifier   Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. After making your selection, click **[Done]** or **[Cancel]** as applicable.

Pay Plan   Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either `Blue Collar (DOC Only)` or `Pay Bands (DOC Only)`. If you select either `Blue Collar (DOC Only)` or `Pay Bands (DOC Only)`, you can select *Pay Plan Groupings Include* for a list of what is contained in these two classifications. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupational Series   Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Grade   Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (Duty State)   Click this field to indicate the duty state of the organization. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (Duty City)   Click this field to indicate the duty city of the organization. The options available for this field are determined upon your selection in the Location (Duty State) field. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (Duty County)   Click this field to indicate the county of the organization, if applicable. If there is no county for the organization based upon your selection in the Location (Duty State) and the Location (Duty City) field, a message, *There Were No Counties Designated For The Selected State*, will appear. If this message appears, click **[Cancel]** to return to the report. The default for this field is `All`. Multiple or block selections are allowed. If a selection is made, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Year And Pay Period   Click this field to indicate the 4-digit year and 2-digit pay period for the T&A displayed on the report. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Summary Only   Click this field to indicate whether or not you want only a summary report. Valid values are `Yes` and `No`. This field defaults to `No`.

Sort Order   Click this field to indicate how you want the report sorted. There are up to six levels of sort options for this field. After making your selection, click **[Done]**, **[Reset]**, or **[Cancel]** as applicable. This field defaults to `Org Code Last Name`.

Organization Profile

The Organization Profile report (**Figure 196**) is displayed when you select ***Organization Profile*** on the Workforce Reports menu (**Figure 107**). This report displays a count of all employees in an organization across employment type. Data for this report is obtained from the Personnel History database and is is updated biweekly.

Organizational Structure

Personnel Office Identifer
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Length of Service
Time Frame
Sort By: Organization
Report as Chart or Graph
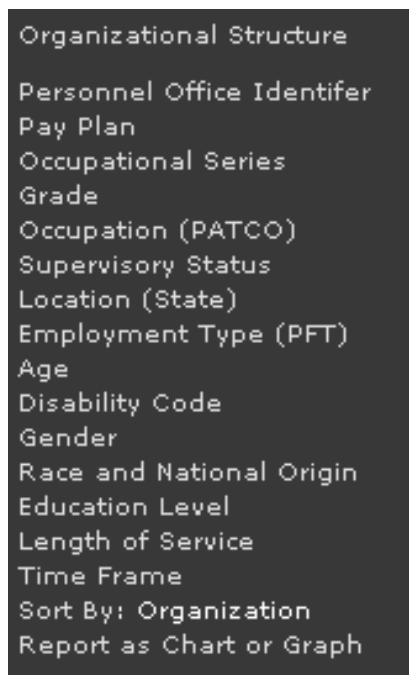
Figure 196. Organization Profile report

After running the Organization Profile report (**Figure 196**), the Organization Profile report (with criteria) (**Figure 197**) are displayed.

Organizational Profile
U.s. Department Of Agriculture
Calendar Year = 2003 and Personnel Office Identifier = 5317 - USDA - OCFO - NFC (NEW ORLEANS, LA) (AG90) and Pay Plan = GS and RNO = White and Gender = Female and Supervisory Status = Non-Supervisory and Occ Ser = 0343 - MANAGEMENT AND PROGRAM ANALYSIS and Grade = 11 and Location (State) = Louisiana and PATCO = Professional or Administrative and Employment Type = Permanent Full-Time and Education Level = Bachelors and Age >= 20 Years Old and Length of Service >= 5 years
By Org

Org	Total	% of Population	Full-Time	(%)	Part-Time	(%)	Other	(%)
Off Of The Chief Fnancl Offcr	4	100	4	100	.	.	.	.
Total	4	100	4	100	.	.	.	.

Total U.S. DEPARTMENT OF AGRICULTURE Population: 106375

Figure 197. Organization Profile report (with criteria)

Field Instructions:

Organizational Structure   Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Personnel Office Identifier   Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.

Pay Plan   Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either `Blue Collar (DOC Only)` or `Pay Bands (DOC Only)`. If you select either `Blue Collar (DOC Only)` or `Pay Bands (DOC Only)`, you can select *Pay Plan Groupings Include* for a list of what is contained in these two classifications. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupational Series   Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Grade   Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupation (PATCO)   Click this field to indicate the applicable job code to be displayed on the report. Valid values are `Professional`, `Administrative`, `Technical`, `Clerical`, `Other`, and `Blue collar`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Supervisory Status
Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are `Supervisor`, `Supervisor/Manager`, `Management`, `Supervisor (CSRA)`, `Management (CSRA)`, `Leader`, and `Non-Supervisory`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (State)
Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Employment Type (PFT)
Click this field to indicate the full-time or part-time status of the employee. You can select *Employment Types Include* for definitions of the various employment types. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Age
Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Disability Code
Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select *Targeted Disabilities Include* for definitions of the various handicap types. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Gender
Click this field to indicate the gender to be displayed on the report. Valid values are `Male` and `Female`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Race And National Origin
Click this field to indicate the RNO to be displayed on the report. Valid values are `Asian/Pacific Islander`, `Black`, `Hispanic`, `American Indian/Alaskan Native`, `White`, and `Other`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Education Level
Click this field to indicate the education level to be displayed on the report. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Length Of Service   Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Time Frame   Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Sort By: Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **Organization**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Report As Chart Or Graph   Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **Chart** and **Graph**. The default for this field is **Chart**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

▶Overdue Performance Appraisals

The Overdue Performance Appraisals report (**Figure 198**) is displayed when you select **_Overdue Performance Appraisals_** on the Workforce Reports menu (**Figure 107**). This report contains a list of employees (within a certain occupational series) with overdue performance appraisals. This report excludes employees in pay plans ES and GM and tenure group 0. Data for this report is obtained from the Payroll/Personnel database and is updated biweekly.

```
Organizational Structure

Personnel Office Identifer
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (Duty State)
Location (Duty City) - Please select a State first
Location (Duty county) - Please select a State first
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Birth Month
Education Level
```

```
Tenure Group
Uniform Service Status
Veteran Status
SCD Date (Leave)
Separation Accession Type: Not Separated or Accession this Pay Period
Type of Appointment
Employment Type
Special Employee Code
Retirement System
Sort Order: Last Name
```

Figure 198. Overdue Performance Appraisals report

After running the Overdue Performance Appraisals report (**Figure 198**), the Overdue Performance Appraisals report (with criteria) (**Figure 199**) is displayed.

Overdue Performance Appraisals for Non-Merit Pay Employees
(CULP0127)
Sensitive Personnel Data -- Use is Restricted

U. S. DEPARTMENT OF AGRICULTURE
Office Of The Chief Fin Ofc
National Finance Center

(AG9070)

SSN	Name	Pay Plan	Occ Series	Grade/Step	Performance Rating	Perf Eval Anniversary Date
		GS	0343	11/6	H3	09/30/2005
		GS	0343	11/5	H3	09/30/2005
		GS	0343	13/8	H4	09/30/1999
		GS	0343	11/2	H3	09/30/2005
		GS	0343	12/2	H3	09/30/2004
		GS	0343	13/4	H3	09/30/2005
		GS	0343	7/1	H4	09/30/2005

Figure 199. Overdue Performance Appraisals report (with criteria)

Field Instructions:

Organizational Structure
Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Personnel Office Identifier
Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.

Pay Plan
Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**. If you select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**, you can select *Pay Plan Groupings Include* for a list of what is contained in these two classifications. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupational Series
Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Grade	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Occupation (PATCO)	Click this field to indicate the applicable job code to be displayed on the report. Valid values are **Professional**, **Administrative**, **Technical**, **Clerical**, **Other**, and **Blue collar**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Supervisory Status	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are **Supervisor**, **Supervisor/Manager**, **Management**, **Supervisor (CSRA)**, **Management (CSRA)**, **Leader**, and **Non-Supervisory**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Location (Duty State)	Click this field to indicate the duty state of the organization. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Location (Duty City)	Click this field to indicate the duty city of the organization. The options available for this field are determined upon your selection in the Location (Duty State) field. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Location (Duty County)	Click this field to indicate the county of the organization, if applicable. If there is no county for the organization based upon your selection in the Location (Duty State) and the Location (Duty City) field, a message, *There Were No Counties Designated For The Selected State*, will appear. If this message appears, click **[Cancel]** to return to the report. The default for this field is **All**. Multiple or block selections are allowed. If a selection is made, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable
Employment Type (PFT)	Click this field to indicate the full-time or part-time status of the employee. You can select *Employment Types Include* for definitions of the various employment types. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Age	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Disability Code　　Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select *Targeted Disabilities Include* for definitions of the various handicap types. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Gender　　Click this field to indicate the gender to be displayed on the report. Valid values are **Male** and **Female**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Race And National Origin　　Click this field to indicate the RNO to be displayed on the report. Valid values are **Asian/Pacific Islander**, **Black**, **Hispanic**, **American Indian/Alaskan Native**, **White**, and **Other**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Birth Month　　Click this field to select a specific birth month(s). After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Education Level　　Click this field to indicate the education level to be displayed on the report. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable

Tenure Group　　Click this field to indicate the tenure group to displayed on the report. Valid values are **Not In Any Retention Group**, **Group 1**, **Group 2**, and **Group 3**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Uniform Service Status　　Click this field to indicate the uniform service status. Valid values are **None**, **Ready Reserve**, **Standby Reserve**, **National Guard**, **Retired Military–Regular**, and **Retired Military–Non-regular**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Veteran Status　　Click this field to indicate the veteran status in relation to the Vietnam War. Valid values are **Not A Veteran Of The Vietnam Era (Prior To 9/30/91)**, **Vietnam Era Veteran**, **Pre-Vietnam Era Veteran**, **Post-Vietnam Era Veteran**, and **Not A Veteran (After 9/30/91)**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

SCD Date (Leave)

Click the down arrows to indicate the range, month, day, and year for service computation date (SCD) for leave for the employees to be displayed on the report.

The first down arrow sets the parameters of the report. Valid values are `Equals`, `Not Equal To`, `Less Than Or Equal To`, `Less Than`, `Greater Than Or Equal To`, and `Greater Than`.

The second down arrow is used to indicate the month. Valid values are `01` through `12`.

The third down arrow is used to indicate the day. Valid values are `01` through `31`.

The fourth down arrow is used to indicate the year. Valid values are `1945` through `2004`.Multiple or block selections are not allowed.

After making your selection, click **[Done]** or **[Cancel]** as applicable.

Separation Accession Type

Click this field to indicate the separation accession status to be included on the report. Valid values are `Not Separated`, `Regular`, `Deceased`, and `Accession This Pay Period`. The default for this field is `Not Separated Or Accession This Pay Period`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Type Of Appointment

Click this field to indicate the appointment type to be displayed on the report. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Employment Type

Click this field to indicate the employment type to be displayed on the report. Valid values are `Full-time`, `Part-time`, `Intermittent`, `Fee Basis Of Piecework`, and `First 40 Hours`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Special Employee Code

Click this field to indicate the special employee code to be displayed on the report. Both the 2-digit numeric code and the alpha literal are displayed in this field. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Retirement System

Click this field to indicate the retirement system to be displayed on the report. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Sort Order: Click this field to indicate how you want the report sorted. There are up to six levels of sort options for this field. Multiple or block selections are not allowed. This field defaults to **Last Name**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

PACS 4511 Carrier Tran. And Sum.

The PACS 4511 Carrier Tran. And Sum. report (**Figure 200**) is displayed when you select *PACS 4511 Carrier Tran. And Sum* on the Workforce Reports menu (**Figure 107**). This report contains the number of enrollees for Health Benefit Plan Codes 85, 86, 87, 88, and 89. Data for this report is updated biweekly.
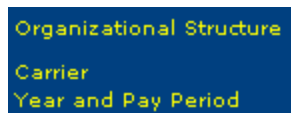
Figure 200. PACS 4511 Carrier Tran. And Sum. report

After running the PACS 4511 Carrier Tran. And Sum. report (**Figure 200**), the PACS 4511 Carrier Tran. And Sum. report (with criteria) (**Figure 201**), is displayed.

Figure 201. PACS 4511 Carrier Trans. And Sum. report

Field Instructions:

Organizational Structure   Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Carrier   Click this field to select the applicable health benefits carrier to be displayed on the report. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Year And Pay Period   Click this field to indicate the 4-digit year and 2-digit pay period for the T&A displayed on the report. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

PACS 4512 Carrier Tran. And Sum.

The PACS Carrier Tran. And Sum. report (**Figure 202**) is displayed when you select **PACS 4512 Carrier Tran. And Sum.** on the Workforce Reports menu (**Figure 107**). This report contains information on the number of enrollees for Health Benefits Plan Codes 85, 86, 87, 88, and 89. Data for this report is updated biweekly.

Organizational Structure

Carrier
Year and Pay Period
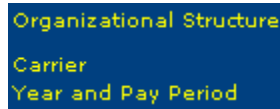
Figure 202. PACS 4512 Trans. And Sum. report

After running the PACS 4512 Trans. And Sum. report (**Figure 202**), the PACS 4512 Trans. And Sum. report (with criteria) (**Figure 203**) is displayed.

Smithsonian Institution
Carriers Transmittal Report
For Pay Period 14/2007 Start Date 07/08/07 End Date 07/21/07
Sensitive Personnel Data -- Use is Restricted

CARRIER CODE/NAME: 60/GRP HOSPITALIZATION MED SRVCS INC

C/O CAREFIRST BLUE CHOICE

CARRIER ADDRESS:

WASHINGTON , DC 20065-0000

ACTION	DESCRIPTION	NAME	SSNO	EFFECTIVE DATE	ENROLLMENT CODE
ADD	NEW ENROLLEES	BERUBE, CHRISTINA M	227-11-0931	07/08/07	602
	TOTAL FOR DESCRIPTION:	1			
DEDUCT	TERMINATIONS	PITTMAN, ELISA G	263-87-4725	07/24/05	601
	TOTAL FOR DESCRIPTION:	1			

Figure 203.

Field Instructions:

Organizational Structure   Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Carrier   Click this field to select the applicable health benefits carrier to be displayed on the report. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable. Click this field to indicate the 4-digit year and 2-digit pay period for the T&A displayed on the report. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Year And Pay Period   Click this field to indicate the 4-digit year and 2-digit pay period for the T&A displayed on the report. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

PACS 4513 Health Benefits

The PACS 4513 Health Benefits report (**Figure 204**) is displayed when you select **PACS 4513 Health Benefits** on the Workforce Reports menu (**Figure 107**). This report contains information about contributions and deductions for Health Benefits Pay Plans 85, 86, 87, 88, and 89. Data for this report is updated biweekly.
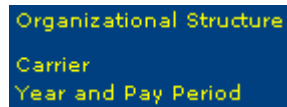
Figure 204. PACS 4513 Health Benefits report

After running the PACS 4513 Health Benefits report (**Figure 204**), the PACS 4513 Health Benefits report (with criteria) (**Figure 205**) is displayed.

Figure 205.

Field Instructions:

Organizational Structure   Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Carrier   Click this field to select the applicable health benefits carrier to be displayed on the report. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Year And Pay Period   Click this field to indicate the 4-digit year and 2-digit pay period for the T&A displayed on the report. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

PACS 4514 Carrier Tran. Detail

The PACS 4514 Carrier Tran. Detail report (**Figure 206**) is displayed when you select **PACS 4514 Carrier Tran. Dental** on the Workforce Reports menu (**Figure 107**). This report contains information on enrollees (additions and deductions) for Health Benefits Plan Codes 85, 86, 87, 88, and 89. Data for this report is updated biweekly.

Organizational Structure

Carrier
Year and Pay Period
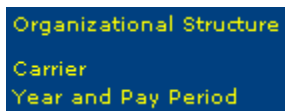
Figure 206. PACS 4514 Carrier Tran. Detail report

After running the PACS 4514 Carrier Tran. Detail report (**Figure 206**), the PACS 4514 Carrier Tran. Detail report (with criteria) (**Figure 207**) is displayed.

Smithsonian Institution
Detail in Support of
Carriers Transmittal Report
For Pay Period 10/2007 Start Date 05/13/07 End Date 05/26/07
Sensitive Personnel Data -- Use is Restricted

CARRIER CODE/NAME: 24/HARVARD PILGRIM HEALTH PLAN

CARRIER ADDRESS: SMITHSONIAN INSTITUTION
P O BOX 3600-62
BOSTON , MA 02241-0062

SSNO	EMPLOYEE NAME	DEFERRED DEDUCTIONS	NON-DEFERRED DEDUCTIONS	CONTRIBUTIONS
011-72-7089	ACCOMAZZI, ALBERTO	165.89	.00	426.56
024-32-8947	ADLER, NANCY M	55.06	.00	165.18
553-66-9619	AGUILAR, DAVID A	165.89	.00	426.56
545-39-0243	ALBINSON, IAN	55.06	.00	165.18
018-60-3438	ALLARDI, STEVEN	165.89	.00	426.56
045-56-4124	AMBROSE, MICHAEL J	165.89	.00	426.56
033-50-8830	ARGON, ALICE L	.00	55.06	165.18
020-56-7309	ARSENAULT, EDWARD	55.06	.00	165.18
524-31-0462	ASHBY, MATTHEW L	165.89	.00	426.56
028-76-8845	ASSER, ANIL K	165.89	.00	426.56
019-60-0632	ATKINS, NIGEL	165.89	.00	426.56
145-42-8095	BABCOCK, ROBERT W	165.89	.00	426.56
164-46-1863	BEIKMAN, STEPHEN J	165.89	.00	426.56
580-21-6313	BENJAMIN, ORAL H	165.89	.00	426.56

Figure 207. PACS 4514 Carrier Tran. Detail report (with criteria)

Field Instructions:

Organizational Structure   Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Carrier   Click this field to select the applicable health benefits carrier to be displayed on the report. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

Year And Pay Period   Click this field to indicate the 4-digit year and 2-digit pay period for the T&A displayed on the report. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.◄

Pay Plan And Grade Distribution

The Pay Plan and Grade Distribution report (**Figure 208**) is displayed when you select **Pay Plan And Grade Distribution** on the Workforce Reports menu (**Figure 107**). This report displays a count of employees in an organization across RNO and gender by grade with the option of selecting an additional sort category. Data for this report is obtained from the Personnel History database and is updated biweekly.

Figure 208. Pay Plan And Grade Distribution report

After running the Pay Plan And Grade Distribution report (**Figure 208**), the Pay Plan And Grade Distribution report (**Figure 209**) is displayed.

U.s. Department Of Agriculture
Distribution By Pay Plan and Grade Category
Calendar Year = 2003 and Personnel Office Identifier = 5317 – USDA – OCFO – NFC (NEW ORLEANS, LA) (AG90) and Pay Plan = GS and RNO = White and Gender = Female and Supervisory Status = Non-Supervisory and Occ Ser = 0343 – MANAGEMENT AND PROGRAM ANALYSIS and Location (State) = Louisiana and PATCO = Professional or Administrative or Technical and Employment Type = Permanent Employees and Age >= 20 Years Old and Length of Service >= 5 years
By Pay Plan

Pay Plan	Grade	Total	Women	Minorities	Black Men	Black Women	Hispanic Men	Hispanic Women	Asian Amer./Pacific Isl Men	Asian Amer./Pacific Isl Women	Amer Ind/Alaskan Nat Men	Amer Ind/Alaskan Nat Women	White Men	White Women	Un-disclosed Men	Un-disclosed Women
GS	09	7	7	.	.	.	.	.	.	.	.	.	.	7	.	.
		%	100	.	.	.	.	.	.	.	.	.	.	100	.	.
	11	20	20	.	.	.	.	.	.	.	.	.	.	20	.	.
		%	100	.	.	.	.	.	.	.	.	.	.	100	.	.
	12	28	28	.	.	.	.	.	.	.	.	.	.	28	.	.
		%	100	.	.	.	.	.	.	.	.	.	.	100	.	.
	13	5	5	.	.	.	.	.	.	.	.	.	.	5	.	.
		%	100	.	.	.	.	.	.	.	.	.	.	100	.	.
	14	1	1	.	.	.	.	.	.	.	.	.	.	1	.	.
		%	100	.	.	.	.	.	.	.	.	.	.	100	.	.
Subtotal		61	61	.	.	.	.	.	.	.	.	.	.	61	.	.
	%		100	.	.	.	.	.	.	.	.	.	.	100	.	.
Total		61	61	.	.	.	.	.	.	.	.	.	.	61	.	.
	%		100	.	.	.	.	.	.	.	.	.	.	100	.	.

Total U.S. DEPARTMENT OF AGRICULTURE Population: 106375 (which includes employees that have not designated a Race and National Origin)

Figure 209. Pay Plan And Grade Distribution report (with critieria)

Field Instructions:

Organizational Structure Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Personnel Office Identifier Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.

Pay Plan Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**. If you select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**, you can select *Pay Plan Groupings Include* for a list of what is contained in these two classifications. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupational Series Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Disability Code Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select *Targeted Disabilities Include* for definitions of the various handicap types. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Gender Click this field to indicate the gender to be displayed on the report. Valid values are **Male** and **Female**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Race And National Origin
Click this field to indicate the RNO Code to be displayed on the report. Valid values are **Asian/Pacific Islander**, **Black**, **Hispanic**, **American Indian/Alaskan Native**, **White**, and **Other**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupation (PATCO)
Click this field to indicate the applicable job code to be displayed on the report. Valid values are **Professional**, **Administrative**, **Technical**, **Clerical**, **Other**, and **Blue collar**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Supervisory Status
Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are **Supervisor**, **Supervisor/Manager**, **Management**, **Supervisor (CSRA)**, **Management (CSRA)**, **Leader**, and **Non-Supervisory**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (State)
Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Employment Type (PFT)
Click this field to indicate the full-time or part-time status of the employee. You can select ***Employment Types Include*** for definitions of the various employment types. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Age
Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Education Level
Click this field to indicate the education level to be displayed on the report. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Length Of Service   Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Time Frame   Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Sort By: Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **Pay Plan**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Payroll Listing For W−2 Research

The Payroll Listing For W−2 Research (**Figure 210**) is displayed when you select **Payroll Listing For W−2 Research** on the Workforce Reports menu (**Figure 107**). This report displays

Figure 210. Payroll Listing For W−2 Research report

After the Employee Social Security Number field is completed on the Payroll Listing For W−2 Research report (**Figure 210**), the Payroll Pay Period field must be completed.

Figure 211. Payroll Listing For W−2 Research report (after completing the Employee Social Security Number field)

After completing the fields, the Payroll Listing For W−2 Research (with criteria) (**Figure 212**) is displayed.

Figure 212. Payroll Listing For W−2 Research report (with criteria)

Field Instructions:

Enter Social Security Number	Click this field to type the employee's ssn. After typing, click **[Done]**.
Payroll Pay Period	Click this field to select the applicable pay period.

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▶Position Organization Listing (POL)

The Position Organization Listing (POL) report (**Figure 213**) is displayed when you
select ***Position Organization Listing (POL)*** on the Workforce Reports menu (**Figure 107**).This
report displays a status of all positions within an organization. Data for this report is obtained
from NFC's Payroll/Personnel and Position Management databases and is updated biweekly.

```
Organizational Structure

Personnel Office Identifier
Pay Plan
Occupational Series
Grade
Financial Disclosure Required
Vacant/Filled/Action: Include Vacant Positions
Location (State)
Supervisory Status
Suppress additional Name column for printing: Yes
Sort Order: Org, Pay Plan, Grade, Step, Master Record Number, SSNO
```

Figure 213. Position Organization Listing (POL) report

After running the Position Organization Listing (POL) report (**Figure 213**), the Position
Organization Listing (POL) report (with criteria) (**Figure 214**) is displayed.

Position Organizational Listing Summary as of Pay Period 17 - 2007

Sensitive Personnel Data -- Use is Restricted

Pay Plan = GS and Occ Ser = 0343- MANAGEMENT & PROGRAM ANALYSIS and Grade = 12 and Location (Duty State) = Louisiana

U. S. DEPARTMENT OF AGRICULTURE (AG)
OFFICE OF THE CHIEF FIN OFC (90)
NATIONAL FINANCE CENTER (70)

Org		Total Positions	Filled Positions	Vacant Positions
AG907007	ADMINISTRATIVE MANAGEMENT STAFF	8	8	0
AG907030	CONTROLLER OPERATIONS DIVISION (LOCATED IN NOLA)	17	16	1
AG907040	GOVERNMENT EMPLOYEES SERVICES DIVISION	38	34	4
	Total	63	58	5

**** If your request has returned more than 1,500 records, you must refine your report selection criteria or drill down into one of the
organizational levels on the summary report to retrieve the desired information.

Figure 214. Position Organization Listing (POL) report

Field Instructions:

Organizational Structure   Click this field to indicate the organization to be displayed on the report. The
default for this field is based upon your security access. After making your
selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**,
additional organizational information is displayed. You can continue to make
selections and click **[Next]** to further customize your selection. There are nine
organizational levels available when clicking **[Next]**. Multiple or block
selections are not allowed when you click **[Next]**. If you wish to return to the
previous level, click **[Previous]**. Your security access determines how many
levels you are able to access.

Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.
Pay Plan	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either `Blue Collar (DOC Only)` or `Pay Bands (DOC Only)`. If you select either `Blue Collar (DOC Only)` or `Pay Bands (DOC Only)`, you can select *Pay Plan Groupings Include* for a list of what is contained in these two classifications. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Occupational Series	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Grade	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Financial Disclosure Required	Click this field to indicate whether or not a financial disclosure is required for this report. Valid values are `(0) Not Required`, `(3)SF-78 Required`, `(4) SF-450 Required`, `(5)MSPB-849 Required (MSPB And OSC)`, `(6)GPO-U.S. 069233 (LOC)`, and `(7)SI-1085 (SM Only)`. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Vacant/Filled/Action	Click this indicate on the report whether or not this position is vacant or filled. Valid values are `Include Vacant Positions (Default)`, `Action Required Only`, `Filled Positions Only)`, and `Vacant Positions Only`. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Location (State)	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Supervisory Status   Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are **Supervisor**, **Supervisor/Manager**, **Management**, **Supervisor (CSRA)**, **Management (CSRA)**, **Leader**, and **Non-Supervisory**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Supress Additional Name Column For Printing   Click this field to indicate whether or not to suppress an additional name column for printing purposes. Valid values are **Yes** and **No**. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Sort Order.   Click this field to indicate the sort order options to be displayed on the report. You can select six levels of sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **[Done]**, **[Reset]**, or **[Cancel]** as applicable.◄

Reduction In Force (RIF) Report

The Reduction In Force (RIF) report (**Figure 215**) is displayed when you select **Reduction In Force (RIF)** on the Workforce Reports menu (**Figure 107**). This report displays a list of employees on the RIF register. Data for this report is obtained from the PMSO database and is updated biweekly. You can select an employee from the list and obtain more information on each employee.

Note: This report contains detailed data.

Figure 215. Reduction In Force (RIF) report

After running the Reduction In Force (RIF) report, the Reduction In Force (RIF) report (with criteria) (**Figure 216**) is displayed.

Figure 216. Reduction In Force (RIF) report (with criteiria)

Field Instructions:

Organizational Structure

Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Personnel Office Identifier

Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.

Competitive Level

Click this field to indicate the Competitive Level to be displayed on the report. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]** as applicable.

Occupational Series

Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Pay Plan

Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**. If you select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**, you can select *Pay Plan Groupings Include* for a list of what is contained in these two classifications. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Grade

Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Supervisory Status

Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are **Supervisor**, **Supervisor/Manager**, **Management**, **Supervisor (CSRA)**, **Management (CSRA)**, **Leader**, and **Non-Supervisory**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (Duty State)   Click this field to indicate the duty state of the organization. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (Duty City)   Click this field to indicate the duty city of the organization. The options available for this field are determined upon your selection in the Location (Duty State) field. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (Duty County)   Click this field to indicate the county of the organization, if applicable. If there is no county for the organization based upon your selection in the Location (Duty State) and the Location (Duty City) field, a message, *There Were No Counties Designated For The Selected State*, will appear. If this message appears, click **[Cancel]** to return to the report. The default for this field is **All**. Multiple or block selections are allowed. If a selection is made, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

SMSA   Click this field to indicate the Standard Metropolitan Statistical Area (SMSA) to be displayed on the report. This code consists of a two-position state code, a three-position county code, a four-position city code, a four-position (SMSA), and the literal description. If a selection is made, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Rating/Pattern   Click this field to indicate the applicable pattern and level. Click the down arrow(s) to make your selection(s). If a selection is made, click **[Include]**, **[Cancel]**, or **[Reset]**, as applicable.

Freeze Date   Click this field to indicate the applicable "freeze" date. Click the down arrows to select the applicable month, day, and year. If a selection is made, click **[Done]** or **[Cancel]**, as applicable.

As Of Date   Click this field to indicate the applicable "as of" date. Click the down arrows to select the applicable month, day, and year. If a selection is made, click **[Done]** or **[Cancel]**, as applicable.

Modal Rating   Click this field to indicate the applicable Modal rating. Click the down arrow(s) to make your selection(s). If a selection is made, click **[Include]**, **[Cancel]**, or **[Reset]**, as applicable.

Print SSN   Click this field to indicate whether or not to print the ssn. Select the applicable radio button. Valid values are **Yes** and **No**. This field defaults to **Yes**. If a selection is made, click **[Done]**, or **[Cancel]**.

Sort Order　　　　　Click this field to indicate how you want the report sorted. There are up to five levels of sort options for this field. After making your selection, click **[Done]**, **[Reset]**, or**[Cancel]** as applicable.

Retirement Eligibility

The Retirement Eligibility report (**Figure 217**) is displayed when you select **Retirement Eligibility** on the Workforce Reports menu (**Figure 107**). This report displays a count across all employees eligible to retire within the next ten years. This report allows an optional sort across age also. These counts are grouped by the year of eligibility. Data for this report is obtained from the Personnel History database and is updated biweekly.

The following criteria are used when determining an employee's retirement eligibility:

- An employee that is 55, 56, 57, 58, or 59 years old with at least 30 years of service.

- An employee that is 60 or 61 years old with at least 20 years of service.

- An employee that is 62 years old with at least 5 years of service.

```
Organizational Structure

Personnel Office Identifer
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Length of Service
Include Percentages?
Time Frame
Sort By: Organization
Report as Chart or Graph
```

Figure 217. Retirement Eligibility report

After running the Retirement Eligibility report (**Figure 217**), the Retirement Eligibility report (with criteria) (**Figure 218**) is displayed.

Retirement Eligibility
U.s. Department Of Agriculture
Calendar Year = 2003 And Personnel Office Identifier = 5317 – Usda – Ocfo – Nfc (new Orleans, La) (ag90) And Pay Plan = Gs And Rn
Supervisory Status = Non-supervisory And Grade = 11 And Location (state) = Louisiana And Patco = Professional Or Administrative O
= Permanent Employees And Age >= 20 Years Old And Length Of Service >= 5 Years
By Org

Org	Total	% of Population	2003	(%)	2004	(%)	2005	(%)	2006	(%)	2007	(%)	2008	(%)	2009	(%)	2010	(%)
Off Of The Chief Fnancl Offcr	11	100	3	27.3	1	9.1	2	18.2	.	.	1	9.1	1	9.1	1	9.1	.	.
Total	11	100	3	27.3	1	9.1	2	18.2	.	.	1	9.1	1	9.1	1	9.1	.	.

Total U.S. DEPARTMENT OF AGRICULTURE Population: 106375

Figure 218. Retirement Eligibility report (with criteria)

Field Instructions:

Organizational Structure Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Personnel Office Identifier Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.

Pay Plan Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**. If you select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**, you can select *Pay Plan Groupings Include* for a list of what is contained in these two classifications. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupational Series Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Grade Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupation (PATCO) Click this field to indicate the applicable job code to be displayed on the report. Valid values are **Professional**, **Administrative**, **Technical**, **Clerical**, **Other**, and **Blue collar**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Supervisory Status   Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are `Supervisor`, `Supervisor/Manager`, `Management`, `Supervisor (CSRA)`, `Management (CSRA)`, `Leader`, and `Non-Supervisory`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (State)   Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Employment Type (PFT)   Click this field to indicate the full-time or part-time status of the employee. You can select *Employment Types Include* for definitions of the various employment types. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Age   Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Disability Code   Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select *Targeted Disabilities Include* for definitions of the various handicap types. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Gender   Click this field to indicate the gender to be displayed on the report. Valid values are `Male` and `Female`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Race And National Origin   Click this field to indicate the RNO to be displayed on the report. Valid values are `Asian/Pacific Islander`, `Black`, `Hispanic`, `American Indian/Alaskan Native`, `White`, and `Other`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Education Level   Click this field to indicate the education level to be displayed on the report. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Length Of Service   Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Include Percentages?   Click this field to indicate whether or not to include percentage columns for each data column on the report. The default for this field is **No**. Valid values are **Yes** and **No**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as appropriate.

Time Frame   Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Sort By: Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **Organization**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Report As Chart Or Graph   Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **Chart** and **Graph**. The default for this field is **Chart**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Retirement Profile (Inc. Early Out)

The Retirement Profile (Inc. Early Out) report (**Figure 219**) is displayed when you select **Retirement Profile (Inc. Early Out)** on the Workforce Reports menu (**Figure 107**). This report displays a count of all employees in an organization that are eligible to retire under regular or early-out options. Counts for employees eligible for "early outs" are displayed in total and across both early out criteria options. Data for this report is obtained from the Personnel History database and is updated biweekly.

The following CSRS criteria are used when determining an employee's "early out" eligibility:

- An employee with more than 25 years of service.

- An employee that is at least 50 years old with at least 20 years of service.

Organizational Structure

Personnel Office Identifer
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Length of Service
Time Frame
Sort By: Organization
Report as Chart or Graph

Figure 219. Retirement Profile (Inc. Early Out) report

After running the Retirement Profile (Inc. Early Out) report (**Figure 219**), the Retirement Profile (Inc. Early Out) report (with criteria) (**Figure 220**) is displayed.

Retirement Profile (Inc. Early Out)
U.s. Department Of Agriculture
Calendar Year = 2003 and Personnel Office Identifier = 5317 – USDA – OCFO – NFC (NEW
ORLEANS, LA) (AG90) and Pay Plan = GS and RNO = White and Gender = Female or Male and
Supervisory Status = Non-Supervisory and Location (State) = Louisiana and PATCO =
Professional or Administrative or Technical and Employment Type = Permanent Employees and
Age >= 20 Years Old and Length of Service >= 5 years
By Org

Org	Tot Org	Eligible (Reg)	%	Tot Eligible (Reg + Early Out)	%	Tot Eligible (Early Out)	%	Age (50+) and Yrs of Serv (20+) (Early Out)	%	Yrs of Serv (25+) (Age<50) (Early Out)	%
Off Of The Chief Fnancl Offcr	487	56	11	185	38	129	26	87	18	42	9
Total	487	56	11	185	38	129	26	87	18	42	9

Figure 220. Retirement Profile (Inc. Early Out) report (with criteria)

Field Instructions

Organizational Structure

Click this field to indicate the organization level to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Personnel Office Identifier

Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.

Pay Plan

Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**. If you select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**, you can select *Pay Plan Groupings Include* for a list of what is contained in these two classifications. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupational Series

Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Grade

Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupation (PATCO)

Click this field to indicate the applicable job code to be displayed on the report. Valid values are **Professional**, **Administrative**, **Technical**, **Clerical**, **Other**, and **Blue collar**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Supervisory Status

Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are **Supervisor**, **Supervisor/Manager**, **Management**, **Supervisor (CSRA)**, **Management (CSRA)**, **Leader**, and **Non-Supervisory**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (State)

Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Employment Type (PFT)

Click this field to indicate the full-time or part-time status of the employee. You can select *Employment Types Include* for definitions of the various employment types. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Age

Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Disability Code

Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select *Targeted Disabilities Include* for definitions of the various handicap types. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Gender

Click this field to indicate the gender to be displayed on the report. Valid values are **Male** and **Female**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Race And National Origin   Click this field to indicate the RNO to be displayed on the report. Valid values are **Asian/Pacific Islander**, **Black**, **Hispanic**, **American Indian/Alaskan Native**, **White**, and **Other**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Education Level   Click this field to indicate the education level to be displayed on the report. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Length Of Service   Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Time Frame   Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Sort By: Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **Organization**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Report As Chart Or Graph   Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **Chart** and **Graph**. The default for this field is **Chart**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Roster Of Employees

The Roster of Employees report (**Figure 221**) is displayed when you select **Roster Of Employees** on the Workforce Reports menu (**Figure 107**). This report displays a list of employees in an organization. You can select an employee on the list to obtain information about that employee. There are several categories of information for each employee. The following fields are displayed on this report:

- Name
- SSN
- Pay Plan
- Occupational Series
- Grade/Step
- Base Salary
- Pay Basis
- Individual Position Number
- Federal Service Computation Date
- Tour Of Duty
- Veterans Preference Code (NOTE: Codes **X** and **N** are abbreviated)
- Official Title
- Date Of Birth

Note: This report contains detailed data.


```
Organizational Structure

Personnel Office Identifer
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (Duty State)
Location (Duty City)
Location (Duty County)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Tenure Group
Uniform Service Status
Veteran Status
Separation Accession Type: Not Separated or Accession this Pay Period
Type of Appointment
Employment Type
Special Employee Code
Retirement System
Sort Order: Last Name
```

Figure 221. Roster Of Employees report

After running the Roster Of Employees report (**Figure 221**), the Roster Of Employee report (with criteria) (**Figure 222**) is displayed.

Roster of Employees
Sensitive Personnel Data -- Use is Restricted
Pay Plan = GS and Occ Ser = 0301 - MISCELLANEOUS ADMINISTRATION & PROGRAM and Grade = 13 and Separation Accession Type = Not Separate
Period
By Last Name

APPALACHIAN REGIONAL COMMISSION

(AP)

Name	Pay Plan - Series - Grade/Step	Base Salary	Type Appt/Emply	Status	Tenure	SCD for Retirement	Ent Pres Grade	SCD for WGI
SSNO	Official Title		Org 2 - 5		POI		Duty Station	MR No.
ARNOLD , AMY G	GS-0301-13/1	$61,251	(8)Temp/(1) Full-Time	(0) Active	(3) Group 3	02/03/2003	02/03/2003	02/03/2003
415-39-5518		01-00-0000-00		(4016) APPAL REG COMM-HRO RM 721 (WASHINGTON, DC)		(0010) Washington - (11) DC		0134

Figure 222. Roster of Employees report (with critieria)

Field Instructions:

Organizational Structure Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Personnel Office Identifier Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.

Pay Plan Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either `Blue Collar (DOC Only)` or `Pay Bands (DOC Only)`. If you select either `Blue Collar (DOC Only)` or `Pay Bands (DOC Only)`, you can select *Pay Plan Groupings Include* for a list of what is contained in these two classifications. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupational Series Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Grade Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupation (PATCO)   Click this field to indicate the applicable job code to be displayed on the report. Valid values are **`Professional`**, **`Administrative`**, **`Technical`**, **`Clerical`**, **`Other`**, and **`Blue collar`**. The default for this field is **`All`**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
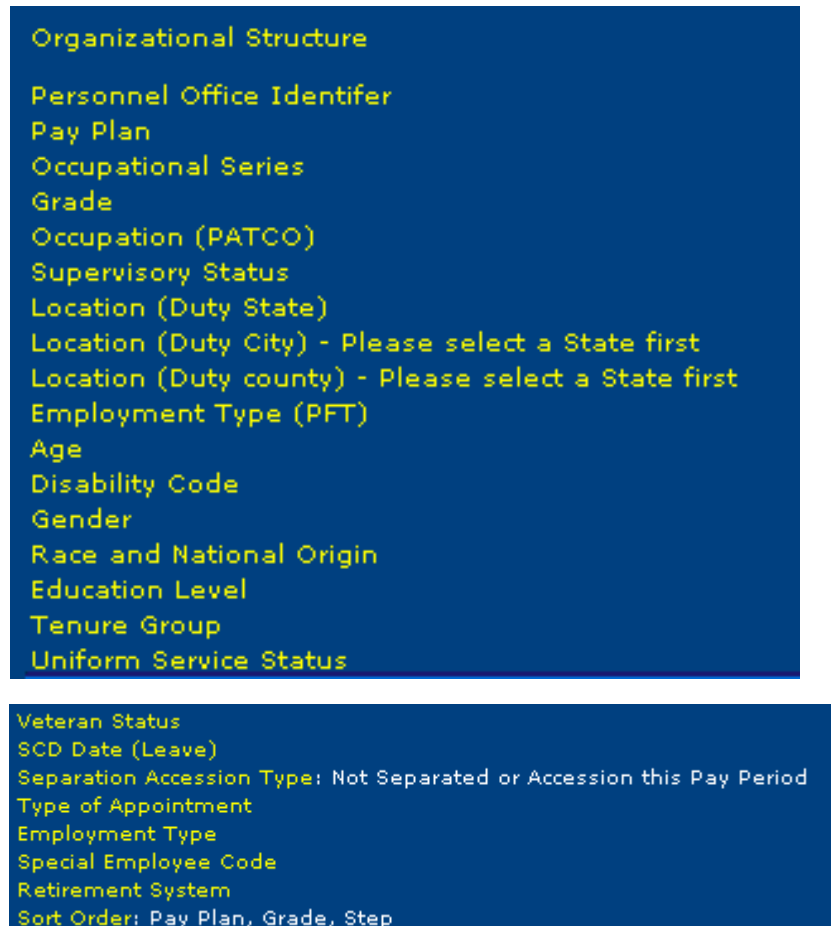
Supervisory Status   Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are **`Supervisor`**, **`Supervisor/Manager`**, **`Management`**, **`Supervisor (CSRA)`**, **`Management (CSRA)`**, **`Leader`**, and **`Non-Supervisory`**. The default for this field is **`All`**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (Duty State)   Click this field to indicate the duty state of the organization. The default for this field is **`All`**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (Duty City)   Click this field to indicate the duty city of the organization. The options available for this field are determined upon your selection in the Location (Duty State) field. The default for this field is **`All`**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (Duty County)   Click this field to indicate the county of the organization, if applicable. If there is no county for the organization based upon your selection in the Location (Duty State) and the Location (Duty City) field, a message, *There Were No Counties Designated For The Selected State*, will appear. If this message appears, click **[Cancel]** to return to the report. The default for this field is **`All`**. Multiple or block selections are allowed. If a selection is made, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Employment Type (PFT)   Click this field to indicate the full-time or part-time status of the employee. You can select ***Employment Types Include*** for definitions of the various employment types. The default for this field is **`All`**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Age   Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **`All`**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Disability Code
Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select *Targeted Disabilities Include* for definitions of the various handicap types. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Gender
Click this field to indicate the gender to be displayed on the report. Valid values are **Male** and **Female**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Race And National Origin
Click this field to indicate the RNO Code to be displayed on the report. Valid values are **Asian/Pacific Islander**, **Black**, **Hispanic**, **American Indian/Alaskan Native**, **White**, and **Other**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Education Level
Click this field to indicate the education level to be displayed on the report. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Tenure Group
Click this field to indicate the tenure group to displayed on the report. Valid values are **Not In Any Retention Group**, **Group 1**, **Group 2**, and **Group 3**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Uniform Service Status
Click this field to indicate the uniform service status. Valid values are **None**, **Ready Reserve**, **Standby Reserve**, **National Guard**, **Retired Military-Regular**, and **Retired Military-Non-regular**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Veteran Status
Click this field to indicate the veteran status in relation to the Vietnam War. Valid values are **Not A Veteran Of The Vietnam Era (Prior To 9/30/91)**, **Vietnam Era Veteran**, **Pre-Vietnam Era Veteran**, **Post-Vietnam Era Veteran**, and **Not A Veteran (After 9/30/91)**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Separation Accession Type
Click this field to indicate the separation accession status to be included on the report. Valid values are **Not Separated**, **Regular**, **Deceased**, and **Accession This Pay Period**. The default for this field is **Not Separated Or Accession This Pay Period**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Type Of Appointment
Click this field to indicate the appointment type to be displayed on the report. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Employment Type
Click this field to indicate the employment type to be displayed on the report. Valid values are **Full-time**, **Part-time**, **Intermittent**, **Fee Basis Of Piecework**, and **First 40 Hours**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Special Employee Code
Click this field to indicate the special employee code to be displayed on the report. Both the 2-digit numeric code and the alpha literal are displayed in this field. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Retirement System
Click this field to indicate the retirement system to be displayed on the report. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Sort Order:
Click this field to indicate how you want the report sorted. There are up to six levels of sort options for this field. Multiple or block selections are not allowed. This field defaults to **Last Name**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Salary Summary

The Salary Summary report (**Figure 223**) is displayed when you select ***Salary Summary*** on the Workforce Reports menu (**Figure 107**). This report displays the total and average salary for an organization. Data for this report is obtained from the Personnel History database and is updated biweekly.

Figure 223. Salary Summary report

After running the Salary Summary report (**Figure 223**), the Salary Summary report (with criteria) (**Figure 224**) is displayed.

Org	Total Salary	Avg. Salary	Employee Count
Off Of The Chief Fnancl Offcr	$1,050,544.00	$52,527.00	20
Total	$1,050,544.00	$52,527.00	20

Total U.S. DEPARTMENT OF AGRICULTURE Population: 106375

Figure 224. Salary Summary report (with criteria)

Field Instructions

Organizational Structure Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Personnel Office Identifier Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.

Pay Plan Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**. If you select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**, you can select *Pay Plan Groupings Include* for a list of what is contained in these two classifications. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupational Series Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Grade Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupation (PATCO) Click this field to indicate the applicable job code to be displayed on the report. Valid values are **Professional**, **Administrative**, **Technical**, **Clerical**, **Other**, and **Blue collar**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Supervisory Status   Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are `Supervisor`, `Supervisor/Manager`, `Management`, `Supervisor (CSRA)`, `Management (CSRA)`, `Leader`, and `Non-Supervisory`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (State)   Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Employment Type (PFT)   Click this field to indicate the full-time or part-time status of the employee. You can select *Employment Types Include* for definitions of the various employment types. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Age   Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Disability Code   Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select *Targeted Disabilities Include* for definitions of the various handicap types. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Gender   Click this field to indicate the gender to be displayed on the report. Valid values are `Male` and `Female`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Race And National Origin   Click this field to indicate the RNO Code to be displayed on the report. Valid values are `Asian/Pacific Islander`, `Black`, `Hispanic`, `American Indian/Alaskan Native`, `White`, and `Other`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Education Level

Click this field to indicate the education level to be displayed on the report. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Length Of Service

Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Time Frame

Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Sort By:

Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **Organization**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

Report As Chart Or Graph

Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **Chart** and **Graph**. The default for this field is **Chart**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or**[Cancel]** , as applicable.

Statement Of Earnings And Leave
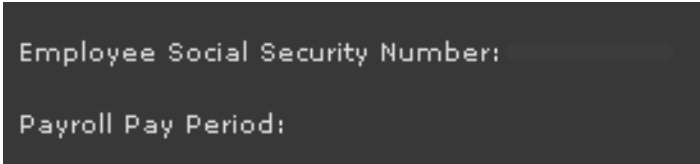
The Statement of Earnings and Leave report (window 1) (**Figure 225**) is displayed when you select ***Statement of Earnings and Leave*** on the Workforce Reports menu (**Figure 107**). This report displays an employee's earnings statement for a pay period. Data for this report is obtained from the Payroll/Personnel database and is updated biweekly.

Figure 225. Statement Of Earnings And Leave report (window 1)

After completing the Employee Social Security Number field, click **[Done]**. The Statement of Earnings and Leave report (window 2) (**Figure 226**) is displayed.

Figure 226. Statement Of Earnings And Leave report (window 2)

After completing the Payroll Pay Period field on the Statement of Earnings and Leave report (window 2) (**Figure 226**), the Statement of Earnings and Leave report (with criteria) (**Figure 227**) is displayed.

OFFICE OF THE CHIEF FINANCIAL OFFICER									70461-3915		FORM AD-334 USDA
SSNO	PAY PERIOD DATE MO DA YR MO DA YR		P/P	T&A CONTACT POINT	ACCT STAT	ORG STRUCTURE	POI	PAY PLAN	GR	ST	
999-99-9999	10/17/2004 10/30/2004		21	90-22-xxxx-40-62	0010	90-70-40-0040	5317	GS	12	06	

SALARY	RATE	TYPE EMPL	SCD FOR LEAVE	RET. DEDUCTIONS THIS APPOINTMENT	STATEMENT OF EARNINGS AND LEAVE
88366.00	PA	F/T	3/15/1985	7,511.97	

EARNINGS AND DEDUCTIONS

	ITEM	HOURS		AMOUNT	
CODE	DESCRIPTION	P/P	Y-T-D	P/P	Y-T-D
01	REGULAR TIME	63.50	1,370.00	2,688.58	57,886.83
17 50	TRAVEL REIMBURSEMENTS				54.00
21	OVERTIME - PREMIUM RATE	2.50	139.50	105.86	5,906.50
31	HOLIDAY WORKED		3.50		148.19
44	CASH AWARD				875.00
61	ANNUAL LEAVE	16.50	193.25	698.61	8,112.71
62	SICK LEAVE		153.25		6,467.18
64	COMPENSATORY LEAVE		2.00		81.50
66	OTHER LEAVE		121.50		5,102.95
** **	**** PAY PERIOD HOURS & GROSS PAY ****	82.50		3,493.05	84,634.86
75 02	RETIREMENT			27.10	621.26
75 15	TSP-FERS			169.36	3,882.56
76	SOCIAL SECURITY (OASDI)			209.57	5,084.01
77	FEDERAL TAX EXEMPTS M04			360.78	9,365.09
78	ST TAX LA EXEMPTS M02			106.29	2,611.87
81	FEGLI- COVERAGE $91,000			13.65	313.05
82	OPT FEGLI-AGE BRACKET 3			29.60	679.00
83	FEHBA - ENROLL CODE 105			112.88	2,580.92
85	CHARITABLE CONTRIBUTNS			2.00	46.00
88	SAVINGS ACCT xxxxxxxxx085			200.00	4,600.00
88 40	TSP LOAN REPAY (FED)			38.60	887.80
97	MEDICARE TAX WITHHELD			49.01	1,188.96
** **	********** TOTAL DEDUCTIONS **********			1,318.84	31,860.52
** **	*************** NET PAY ***************			2,174.21	52,774.34
** **	DD/EFT ROUTING NO. xxxxxxxxxx				

BOND ACCOUNT						YEAR TO DATE LEAVE STATUS						
AUTH NO	DENOM-INATION	DEDUC-TION	BALANCE AVAIL.	NO. ISSUED	ISSUE DATE	TYPE	ACCRUED	USED	BALANCE	PROJECTED USE OR LOSE	PT. HRS UNAPP	MAX. C/O
						ANN	168.00	149.50	255.50	55.50		240.00
						SICK	84.00	139.75	646.25			LEAVE CATEG
						COMP						8

JOIN THE CHALLENGE HEALTHIERFEDS-OCTOBER 4TH-
DECEMBER 26TH. FOR MORE INFORMATION VISIT:
HTTP://WWW.OPM.GOV/HEALTHIERFEDS/
TSP OPEN SEASON IS OCT.15-DEC.31. FEHB AND FSA
OPEN SEASON NOVEMBER 8-DECEMBER 31. CONTACT YOUR
SERVICING PERSONNEL OFFICE FOR ADDITIONAL INFO.

Official Pay Date 11/11/2004

Joe Harley
100 Maple Lane
New Orleans, LA 70000-0000

Figure 227. Statement Of Earnings And Leave report (with criteria)

Field Instructions

**Employee Social
Security Number**

Type the employee's nine-digit ssn in this field. After typing the ssn,
click **[Done]**.

Payroll Pay Period

Select the pay period to be displayed on the report.

▶Table 74 Official Titles And Title Codes

The Table 74 Official Titles And Title Codes report (**Figure 228**) is displayed when you select *Table 74 Official Titles And Title Codes* on the Workforce Reports menu (**Figure 107**). The Table 74 Official Titles And Title Codes report (**Figure 228**) displays official position titles which are formally assigned titles as assigned per OPM. Data for this report is obtained from TMGT, Table 074, and is updated nightly.

Occupational Series

Sort Order: Occupational Series Code, Official Title Code

Figure 228. Table 74 Official Titles And Title Codes report

After running the Table 74 Official Titles And Title Codes report (**Figure 228**), the Table 74 Official Titles And Title Codes report (with criteria) (**Figure 229**) is displayed.

Official Titles and Title Codes Currently
Effective at NFC (Table 74)
Occ Ser = 0343- MANAGEMENT & PROGRAM ANALYSIS
By Occupational Series Code , Official Titile Code

Occ Ser	Position Official Title	Official Title Code
0343	MGMT ANALS OFFCR	0001
0343	MGMT ANAL	0002
0343	PROG ANAL	0003
0343	MGMT & PROG ANAL	0004
0343	PROG ANALS OFFCR	0005
0343	MGMT & PROG ANALYS OFFCR	0006
0343	REGNL ANAL	0007
0343	PROG OFFCR	0008
0343	PROJ DVLPMT OFFCR	0009
0343	NEP (PROG/PROJ DVLPMT)	0010
0343	COMPR SPECLST (LAN COORD)	0022
0343	COMPR SPECLST (END USER SUPPORT)	0023
0343	BUS PROCESS ANAL	0024
0343	DIRECTOR	0025
0343	PROG ANAL (CLAIMS REMOVAL)	0026
0343	PROG ANAL (DAMAGE CLAIMS)	0027
0343	PROG ANAL (FINANCL)	0028

Figure 229. Table 74 Official Titles And Title Codes report (with criteria)

Field Instructions:

Occupational Series Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Sort Order   Click this field to indicate the sort order options to be displayed on the report. You can select six levels of sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **[Done]**, **[Reset]**, or **[Cancel]** as applicable.

Table 76 Working Titles And Title Codes

The Table 76 Working Titles And Title Codes report (**Figure 230**) is displayed when you select *Table 76 Working Titles And Title Codes* on the Workforce Reports menu (**Figure 107**). The Table 74 Working Titles And Title Codes report (**Figure 228**) displays the working titles which are informal titles established by the agency in order to better identify positions and functions. Data for this report is obtained from TMGT, Table 076.
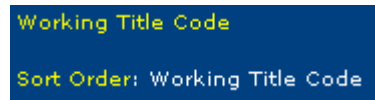
Figure 230. Table 76 Working Titles And Title Codes

After running the Table 76 Working Titles and Title Codes report (**Figure 230**), the Table 76 Working Titles And Title Codes report (with criteria) (**Figure 229**) is displayed.

Figure 231. Table 76 Working Titles And Title Codes report (with criteria)

Field Instructions:

Working Title Code   Click this field to indicate which codes to include on the report. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Sort Order   Click this field to indicate the sort order options to be displayed on the report. You can select two levels of sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **[Done]** or **[Cancel]** as applicable.◄

Union Activity Exception Report

The Union Activity Exception report (**Figure 232**) is displayed when you select ***Union Activity Exception Report*** on the Workforce Reports menu (**Figure 107**). The Union Activity Exception report (**Figure 232**) provides information on employees whose union/association dues are not withheld or changed during a pay period. Data for this report is obtained from the T&A database and is updated biweekly.

Figure 232. Union Activity Exception report

After running the Union Activity Exception report (**Figure 232**), the Union Activity Exception report (with criteria) (**Figure 233**) is displayed

Figure 233. Union Activity Exception report (with criteria)

Field Instructions

Organizational Structure   Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.
Pay Plan	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**. If you select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**, you can select *Pay Plan Groupings Include* for a list of what is contained in these two classifications. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Grade	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Union/Association	Click this field to indicate the code for the union/association to be displayed on the report. This is a two-position code. Valid values are **01** through **99**. Multiple or block selections are allowed. If a selection is made, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Local/Lodge	Click this field to indicate the code for the local/lodge to be displayed on the report. Both the four-position code and the literal are displayed on the report. Multiple or block selections are allowed. If a selection is made, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Year And Pay Period	Click this field to indicate the 4-digit year and 2-digit pay period for the T&A displayed on the report. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Union Roster And Activity Report

The Union Roster And Activity report (**Figure 234**) is displayed when you select ***Union Roster And Activity Report*** on the Workforce Reports menu (**Figure 107**). The Union Roster And Activity report (**Figure 234**) displays information in a union/association. Data for this report is obtained from the T&A database and is updated biweekly.

Figure 234. Union Roster And Activity report

After running the Union Roster And Activity report (**Figure 234**), the Union Roster And Activity report (with criteria) (**Figure 235**) is displayed.

Figure 235. Union Roster And Activity report (with criteria)

Field Instructions

Organizational Structure	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.
Personnel Office Identifier	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.
Pay Plan	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either `Blue Collar (DOC Only)` or `Pay Bands (DOC Only)`. If you select either `Blue Collar (DOC Only)` or `Pay Bands (DOC Only)`, you can select **Pay Plan Groupings Include** for a list of what is contained in these two classifications. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Occupational Series	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Grade	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Location (Duty State)	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
Location (Duty City)	Click this field to indicate the duty city of the organization. The options available for this field are determined upon your selection in the Location (Duty State) field. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (Duty County)   Click this field to indicate the county of the organization, if applicable. If there is no county for the organization based upon your selection in the Location (Duty State) and the Location (Duty City) field, a message, *There Were No Counties Designated For The Selected State*, will appear. If this message appears, click **[Cancel]** to return to the report. The default for this field is `All`. Multiple or block selections are allowed. If a selection is made, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Union/Association   Click this field to indicate the code for the union/association to be displayed on the report. This is a two-position code. Valid values are `01` through `99`. Multiple or block selections are allowed. If a selection is made, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Local/Lodge   Click this field to indicate the code for the local/lodge to be displayed on the report. Both the four-position code and the literal are displayed on the report. Multiple or block selections are allowed. If a selection is made, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Separation Accession Type   Click this field to indicate the separation accession status to be included on the report. Valid values are `Not Separated`, `Regular`, `Deceased`, and `Accession This Pay Period`. The default for this field is `Not Separated Or Accession This Pay Period`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Type Of Appointment   Click this field to indicate the appointment type to be displayed on the report. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Employment Type   Click this field to indicate the employment type to be displayed on the report. Valid values are `Full-time`, `Part-time`, `Intermittent`, `Fee Basis Of Piecework`, and `First 40 Hours`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Special Employee Code   Click this field to indicate the special employee code to be displayed on the report. Both the 2-digit numeric code and the alpha literal are displayed in this field. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Retirement System   Click this field to indicate the retirement system to be displayed on the report. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

SCD Date (Leave)   Click the down arrows to indicate the range, month, day, and year for service computation date (SCD) for leave for the employees to be displayed on the report.

The first down arrow sets the parameters of the report. Valid values are `Equals`, `Not Equal To`, `Less Than Or Equal To`, `Less Than`, `Greater Than Or Equal To`, and `Greater Than`.

The second down arrow is used to indicate the month. Valid values are `01` through `12`.

The third down arrow is used to indicate the day. Valid values are `01` through `31`.

The fourth down arrow is used to indicate the year.

Valid values are `1945` through `2004`.Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]** as applicable.

Sort Order   Click this field to indicate the sort order options to be displayed on the report. You can select six levels of sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **[Done]**, **[Reset]**, or **[Cancel]** as applicable.

Use-Or-Lose Leave Report

The Use-Or-Lose Leave report (**Figure 236**) is displayed when you select ***Use-Or-Lose Report*** on the Workforce Reports menu (**Figure 107**). The Use-Or-Lose report (**Figure 236**) displays a list of employees (by organization) who are in a use-or-lose situation regarding annual leave. Data for this report is obtained from the Payroll/Personnel database and is updated biweekly.


```
Organizational Structure

Personnel Office Identifer
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (Duty State)
Location (Duty City)
Location (Duty County)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Length of Service
Tenure Group
Uniform Service Status
Veteran Status
Separation Accession Type: Not Separated or Accession this Pay Period
Type of Appointment
Employment Type
Special Employee Code
Retirement System
Sort Order: SSNO
```

Figure 236. Use-Or-Lose report

After running the Use-Or-Lose report (**Figure 236**), the Use-Or-Lose report (with criteria) (**Figure 237**) is displayed.

Listing of Employees With Leave To Be Used Before End-Of-Year
(Annual, Comp Time, Rel OBS Comp Use-Or-Lose Leave Balance)
As Of
Sensitive Personnel Data -- Use is Restricted
U. S. DEPARTMENT OF AGRICULTURE
Office Of The Chief Fin Ofc
National Finance Center
Government Employees Services Division
Government Employees Services Branch

(AG9070400040)

Name	SSNO	Org	Type Emply	Leave Cat	Curr Annual Leave Balance	*** Leave Accrual Through Year-End	*** Projected Year-End Balance	Use-Or-Lose	Leave Used YTD	Comp Leave	Rel OBS Comp	AL Cat Will Change This Year
		AG-90-70-40-0040-00-00-00-00	(1) Full-Time	8	10.25	40	50.25	0	176.25	0.25	0	
		AG-90-70-40-0040-00-00-00-00	(1) Full-Time	8	408	40	448	208	0	1	0	
		AG-90-70-40-0040-00-00-00-00	(1) Full-Time	8	223.5	40	263.5	23.5	131.75	1	0	
		AG-90-70-40-0040-00-00-00-00	(1) Full-Time	8	322	40	362	122	86	1.25	0	
		AG-90-70-40-0040-00-00-00-00	(1) Full-Time	8	325	40	365	125	83	19.5	0	
		AG-90-70-40-0040-00-00-00-00	(1) Full-Time	8	68.75	40	108.75	0	148.5	0	-8.25	
		AG-90-70-40-0040-00-00-00-00	(1) Full-Time	6	220	34	254	14	92	0	0	
		AG-90-70-40-0040-00-00-00-00	(1) Full-Time	8	346	40	386	146	62	0	0	
		AG-90-70-40-0040-00-00-00-00	(1) Full-Time	6	255.75	34	289.75	49.75	107	2	0	
		AG-90-70-40-0040-00-00-00-00	(1) Full-Time	6	259.25	34	293.25	53.25	106.75	0	0	

Figure 237. Use-Or-Lose report (with criteria)

Field Instructions

Organizational Structure   Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Personnel Office Identifier   Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.

Pay Plan   Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**. If you select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**, you can select *Pay Plan Groupings Include* for a list of what is contained in these two classifications. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupational Series   Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Grade   Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupation (PATCO)   Click this field to indicate the applicable job code to be displayed on the report. Valid values are **Professional**, **Administrative**, **Technical**, **Clerical**, **Other**, and **Blue collar**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Supervisory Status   Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are `Supervisor`, `Supervisor/Manager`, `Management`, `Supervisor (CSRA)`, `Management (CSRA)`, `Leader`, and `Non-Supervisory`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (Duty State)   Click this field to indicate the duty state of the organization. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (Duty City)   Click this field to indicate the duty city of the organization. The options available for this field are determined upon your selection in the Location (Duty State) field. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (Duty County)   Click this field to indicate the county of the organization, if applicable. If there is no county for the organization based upon your selection in the Location (Duty State) and the Location (Duty City) field, a message, *There Were No Counties Designated For The Selected State*, will appear. If this message appears, click **[Cancel]** to return to the report. The default for this field is `All`. Multiple or block selections are allowed. If a selection is made, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Employment Type (PFT)   Click this field to indicate the full-time or part-time status of the employee. You can select *Employment Types Include* for definitions of the various employment types. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Age   Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Disability Code   Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select *Targeted Disabilities Include* for definitions of the various handicap types. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Gender   Click this field to indicate the gender to be displayed on the report. Valid values are **Male** and **Female**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Race And National Origin   Click this field to indicate the RNO Code to be displayed on the report. Valid values are **Asian/Pacific Islander**, **Black**, **Hispanic**, **American Indian/Alaskan Native**, **White**, and **Other**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Education Level   Click this field to indicate the education level to be displayed on the report. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Length Of Service   Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Tenure Group   Click this field to indicate the tenure group to displayed on the report. Valid values are **Not In Any Retention Group**, **Group 1**, **Group 2**, and **Group 3**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Uniform Service Status   Click this field to indicate the uniform service status. Valid values are **None**, **Ready Reserve**, **Standby Reserve**, **National Guard**, **Retired Military-Regular**, and **Retired Military-Non-regular**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Veteran Status   Click this field to indicate the veteran status in relation to the Vietnam War. Valid values are **Not A Veteran Of The Vietnam Era (Prior To 9/30/91)**, **Vietnam Era Veteran**, **Pre-Vietnam Era Veteran**, **Post-Vietnam Era Veteran**, and **Not A Veteran (After 9/30/91)**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Separation Accession Type

Click this field to indicate the separation accession status to be included on the report. Valid values are **Not Separated**, **Regular**, **Deceased**, and **Accession This Pay Period**. The default for this field is **Not Separated Or Accession This Pay Period**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Type Of Appointment

Click this field to indicate the appointment type to be displayed on the report. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Employment Type

Click this field to indicate the employment type to be displayed on the report. Valid values are **Full-time**, **Part-time**, **Intermittent**, **Fee Basis Of Piecework**, and **First 40 Hours**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Special Employee Code

Click this field to indicate the special employee code to be displayed on the report. Both the 2-digit numeric code and the alpha literal are displayed in this field. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Retirement System

Click this field to indicate the retirement system to be displayed on the report. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Sort Order

Click this field to indicate the sort order options to be displayed on the report. You can select six levels of sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. If no sort options are selected, **Last Name** is used to sort the data.

Workforce Analysis

The Workforce Analysis report (**Figure 238**) is displayed when you select **Workforce Analysis** on the Workforce Reports menu (**Figure 107**). This report displays a listing of employees within an organization. Data for this report is obtained from NFC's Payroll/Personnel database and is updated biweekly.

Organizational Structure

Personnel Office Identifer
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (Duty State)
Location (Duty City) - Please select a State first
Location (Duty county) - Please select a State first
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Tenure Group
Uniform Service Status

Veteran Status
SCD Date (Leave)
Separation Accession Type: Not Separated or Accession this Pay Period
Type of Appointment
Employment Type
Special Employee Code
Retirement System
Sort Order: Pay Plan, Grade, Step

Figure 238. Workforce Analysis report

After completing the Workforce Analysis report (**Figure 238**), the Workforce Analysis report (with criteria) (**Figure 239**) is displayed.

Figure 239. **Workforce Analysis report (with criteria)**

Field Instructions

Organizational Structure

Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

Personnel Office Identifier

Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.

Pay Plan

Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**. If you select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**, you can select *Pay Plan Groupings Include* for a list of what is contained in these two classifications. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupational Series

Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Grade

Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Occupation (PATCO)

Click this field to indicate the applicable job code to be displayed on the report. Valid values are **Professional**, **Administrative**, **Technical**, **Clerical**, **Other**, and **Blue collar**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Supervisory Status

Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are **Supervisor**, **Supervisor/Manager**, **Management**, **Supervisor (CSRA)**, **Management (CSRA)**, **Leader**, and **Non-Supervisory**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (Duty State)

Click this field to indicate the duty state of the organization. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (Duty City)

Click this field to indicate the duty city of the organization. The options available for this field are determined upon your selection in the Location (Duty State) field. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Location (Duty County)

Click this field to indicate the county of the organization, if applicable. If there is no county for the organization based upon your selection in the Location (Duty State) and the Location (Duty City) field, a message, *There Were No Counties Designated For The Selected State*, will appear. If this message appears, click **[Cancel]** to return to the report. The default for this field is **All**. Multiple or block selections are allowed. If a selection is made, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Employment Type (PFT)

Click this field to indicate the full-time or part-time status of the employee. You can select *Employment Types Include* for definitions of the various employment types. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Age

Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

Disability Code   Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select ***Targeted Disabilities Include*** for definitions of the various handicap types. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Gender   Click this field to indicate the gender to be displayed on the report. Valid values are **Male** and **Female**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Race And National Origin   Click this field to indicate the RNO Code to be displayed on the report. Valid values are **Asian/Pacific Islander**, **Black**, **Hispanic**, **American Indian/Alaskan Native**, **White**, and **Other**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Education Level   Click this field to indicate the education level to be displayed on the report. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Tenure Group   Click this field to indicate the tenure group to displayed on the report. Valid values are **Not In Any Retention Group**, **Group 1**, **Group 2**, and **Group 3**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Uniform Service Status   Click this field to indicate the uniform service status. Valid values are **None**, **Ready Reserve**, **Standby Reserve**, **National Guard**, **Retired Military–Regular**, and **Retired Military–Non-regular**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Veteran Status   Click this field to indicate the veteran status in relation to the Vietnam War. Valid values are **Not A Veteran Of The Vietnam Era (Prior To 9/30/91)**, **Vietnam Era Veteran**, **Pre-Vietnam Era Veteran**, **Post-Vietnam Era Veteran**, and **Not A Veteran (After 9/30/91)**. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

SCD Date (Leave)   Click the down arrows to indicate the range, month, day, and year for service computation date (SCD) for leave for the employees to be displayed on the report.

The first down arrow sets the parameters of the report. Valid values are `Equals`, `Not Equal To`, `Less Than Or Equal To`, `Less Than`, `Greater Than Or Equal To`, and `Greater Than`.

The second down arrow is used to indicate the month. Valid values are `01` through `12`.

The third down arrow is used to indicate the day. Valid values are `01` through `31`.

The fourth down arrow is used to indicate the year.

Valid values are `1945` through `2004`.Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]** as applicable.

Separation Accession Type   Click this field to indicate the separation accession status to be included on the report. Valid values are `Not Separated`, `Regular`, `Deceased`, and `Accession This Pay Period`. The default for this field is `Not Separated Or Accession This Pay Period`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Type Of Appointment   Click this field to indicate the appointment type to be displayed on the report. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Employment Type   Click this field to indicate the employment type to be displayed on the report. Valid values are `Full-time`, `Part-time`, `Intermittent`, `Fee Basis Of Piecework`, and `First 40 Hours`. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Special Employee Code   Click this field to indicate the special employee code to be displayed on the report. Both the 2-digit numeric code and the alpha literal are displayed in this field. The default for this field is `All`. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Retirement System   Click this field to indicate the retirement system to be displayed on the report. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

Sort Order

Click this field to indicate the sort order options to be displayed on the report. You can select six levels of sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **[Done]**, **[Reset]**, or **[Cancel]** as applicable.

Heading Index

This index provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.

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O

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